MEDTAPP – LifeBio Pilot Study Project Progress Report

Project Title: LifeBio Pilot Study	**Project #**

Project Information: LifeBio is to develop and implement an outreach strategy to recruit, train and assist nursing facilities (NF) participating in the LifeBio Pilot Study. LifeBio will develop the Life Story Booklet and a one-page Life Story Summary as well as coordinate their distribution, display, and usage in treatment planning and Person-Centered Care (PCC). LifeBio will collect performance data to monitor the implementation process and lessons learned in the Pilot Study and participate in the development of a final report.

Submission Date: 10/6/2017

Description of Accomplishments: GRC has coordinated Biweekly group meetings with all subcontractors in addition to separate meetings with each contractor on weeks opposite of the group meeting. Created high level flowchart and timeline and presented to subcontractors to ensure they are on the same page and in agreement that they are able to complete the work requested in the timeline that is available. Discussed volunteer recruitment initiatives with UHCAN and learned that they have reached out to 31 organizations between Cuyahoga and Ashtabula counties. Completed IRB application, all supplemental questions, and revisions requested – submission was accepted for review 9/26/2017. Reviewed communication expectations and revised proposed communications plan during field operations to include bi-weekly "check in" meetings opposite the existing bi-weekly group meetings. Established that BRIA will utilize their SFTP and maintain appropriate access to PHI for all organizations involved in the project.

Emerging/Pending Issues (that could impact schedule, scope or resources)**:** Due to a delay in having the task order signed, work on the LifeBio project started in September instead of in July. This has impacted the timeframe of the project, however, GRC and the subcontractors are working to compress the necessary components of the project to complete within the previously designated timeframe.

Action Steps for Scope of Work/ Deliverables	Status and Description (C= completed, P = progress, NP = no progress)	Target Date	Completion Date
Worked with BRIA to establish necessary content from MDS. Submitted information to GRCFinance	C	9/1/2017	8/3/2017
LifeBio sent the nursing facility recruitment letter, a two-page overview of the LifeBio Project, and an interest form for each nursing facility to complete. As facilities have agreed to participate, LifeBio has forwarded the participation forms to GRC to retain in our records. As of 10/6, 13 sites have been recruited. NF recruitment is scheduled to end 10/14.	P	10/14/2017	
Requested that BRIA create list of alternative matches to original NF matched pair list in order to match as many participating facilities as possible. Alternative list distributed 9/28. Will finalize pairs once recruitment has ended	C	10/16/2017	9/28/2017
LifeBio created an acceptance letter and forwarded to GRC and BRIA for revision. Revised copy sent from GRC on 10/5.	C	10/17/2017	10/5/2017

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GRC created a database at the nursing facility level in google docs to assist in information sharing between organizations. BRIA has updated the tracking database with relevant fields for data tracking. LifeBio is now updating the database with all sites that have agreed to participate.	C	7/1/2017	7/1/2017
LifeBio has completed drafts of training materials and forwarded to GRC for review. GRC Reviewed materials and sent revisions on 10/6.	C	10/31/2017	10/6/17
P – LifeBio has completed drafts of training materials and forwarded to GRC for review. GRC reviewed materials and sent revisions on 10/6.	C	10/31/2017	10/6/17
IRB submitted and accepted for review.	C	12/31/2017	9/26/2017
LifeBio will conduct training to nursing home personnel once recruitment has been finalized. GRC is planning to attend initial trainings in order to ensure trainings meet intended goals.	NP	1/31/2018	

☐ **Documents Attached (describe):**

Recommended Changes to Project Plan:

☐ **Schedule**   ☐ **Deliverables**   ☐ **Resource Allocation**   ☐ **Other**

Description:

Approved by:	**Date:**