

MEDTAPP – LifeBio Pilot Study Project Progress Report

Project Title: LifeBio Pilot Study		Project #	
<p>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.</p>			
<p>Submission Date: 01/12/2018</p>			
<p>Description of Accomplishments: GRC coordinated Biweekly group meetings with all subcontractors in addition to separate meetings with each contractor on weeks opposite of the group meeting. Discussed ongoing volunteer recruitment initiatives with UHCAN and updated their target volunteer audience to existing volunteer bases at each nursing facility. Submitted IRB application, but after internal review, requested that the project be considered work for hire, instead of human subjects research. IRB approved the Non-Human Subjects Research designation. Worked with BRIA to change their survey methodology from computer based to paper OMR based interviews. Met in person to discuss upcoming fieldwork.</p>			
<p>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.</p>			
Action Steps for Scope of Work/ Deliverables	Status and Description (C= completed, P = progress, NP = no progress)	Target Date	Completion Date
Set up iPads for use by BRIA. BRIA tested out existing iPads at their facility to discover that they would not work for this project. BRIA requested the option to purchase laptops for data collection instead.	C	11/03/2017	10/27/2017
Met with all subcontractors regarding their adherence to the timeline and requested feedback on any obstacles to completing the work on time.	C	10/31/2017	10/31/2017
GRC requested alternate matched pairs from BRIA as LifeBio continued recruitment efforts. GRC requested that recruitment end on 10/14.	C	10/14/2017	11/03/2017
GRC created name badges for subcontractors to identify which organization research team members are from. This was presented and approved at a meeting on 11/14 and sent to contractors same day.	C	11/14/2017	11/14/2017
GRC met with BRIA to discuss the need for a policy and protocol regarding abuse, neglect, and exploitation. BRIA sent a prior policy to GRC for review. It was reviewed and adapted to the project as necessary, and sent back for BRIA review.	C	11/22/2017	12/01/2017

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IRB submitted for approval, but after internal review, was rescinded and instead IRB was asked for project to be considered work for hire instead of research.	C	10/06/2017	12/08/2017
GRC requested that key team members from LifeBio and UHCAN complete eCOI and CITI training per IRB requirements.	C	11/24/2017	12/08/2017
Had in-person meeting with all subcontractors and conducted a site visit with Franklin Plaza	C	12/11/2017	12/11/2017
Created project acceptance letter / letter of support for nursing facilities who have come onboard the project. GRC sent these letters to the nursing facilities with a request that they be returned for our recordkeeping. Not all of the facilities have returned the letters so far. Letters were disseminated to BRIA and UHCAN to take to their initial meetings for signature as well.	P	11/17/2017	
GRC received surveys from BRIA and converted them to OMR capable paper surveys to be implemented instead of computer based data collection. The surveys were sent to BRIA for review on 12/29/2017.	P	01/22/2018	
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	01/31/2018	
<input type="checkbox"/> Documents Attached (describe):			
Recommended Changes to Project Plan:			
<input type="checkbox"/> Schedule <input type="checkbox"/> Deliverables <input type="checkbox"/> Resource Allocation <input type="checkbox"/> Other			
Description:			
Approved by:			Date: