Observation Medicine 2014
Science & Solutions

OBSERVATION UNIT DASHBOARDS: DEFINING AND FOLLOWING YOUR METRICS FOR SUCCESS

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SEPTEMBER 12TH, 2014





AGENDA

- " Planning for a new observation unit
- " Dashboard background
- " Dashboard use in observation units
- " How to develop a dashboard

CONGRATULATIONS, YOU ARE STARTING AN OBS UNIT!

- " How much time do I have?
- " Where will it be?
- " How many beds?
- " What is the staffing model?
- " Open or closed unit?

- " Who are the key stakeholders?
- " Who is the target patient population?
- " Will we need IS resources?
- " Will we need DPH approval?

KNOW YOUR FINANCIAL PLAN

- Revenue and cost projections
- " Financial implications of the staffing model
 - " Are ED E&M codes for observation patients left on the table?
- " Who is paying for what?
 - " Most NP/PA staff in an observation unit are paid by the hospital, not department
- " What is my breakeven volume?
 - " If the attending spends about 4 hours/day with the observation unit, how many patients/day do we need to turn over?

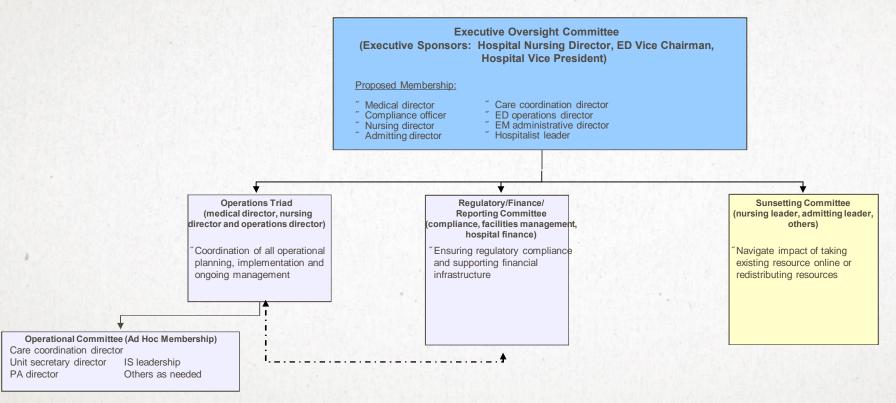
SETTING YOUR TIMELINE

- "Ideally, you need at least 9 months to start an observation unit
 - " Hiring new PA/NP or MD staff takes at least 6 months
 - " DPH approval can take anywhere between 3 and 6 months
 - New protocol development takes at least 3 months
 - " IS development time is highly variable
- "You likely will have little influence around the length of your timeline
 - " If the space is already vacant, you may be told to start "yesterday"

THE TRIAD

- " Medical Director
- " Nurse Director
- " Operations Director
- " Weekly workgroup meetings/calls
- Executive sponsorship with monthly meetings
 - " Hospital VP
 - Department Vice Chair or Chair
 - Chief Nursing Officer or Nurse Leader
 - " Chief Compliance Officer

PROPOSED COMMITTEE STRUCTURE



LEVERAGING LIAISONS

			Consulting	Update e-mail	12D consultant		
ervice	ED Linison	Consult Liaison	Service Updated?	for May 5th opening?	same as ED consultant?	New Protocols?	If NO, who will be contact for 12D consults
Vedicine	C. Bauch	A. Schaffer	Yes	Yes	Yes (Medicine Sr		and, and an accompletion fire consults
ardiology (General)	Baugh/Kosowsky	R. Scirica	Yes	Yes	Yes (Inpatient C		
ardiology (GENETAI)	No ED Liaison	No Contact Assigned	Yes	Not needed	Yes	onsuic renow)	
ardiology (Cath Lab)	Kosowsky	B. Shah	Yes	Yes	Yes (14AMI and	Code STEMI)	
Cardiology (Cath Cas)	E. Platz	A. Desai	Yes	Yes	Yes	Revised CHF	
Oncology (Heart Fallare)	K. O'Laughlin	B. Glotzbecker/E. Alyea	Yes	Yes	Yes	Pneumona, PE	
leurology	R. Patel	J. Klein	Yes	Yes	Yes	rileumona, re	
astroenterology	M. Wilson	J. Saltzman	Yes	Yes	Yes		
ynecology	K. Wittels	D. Carusi	Yes	Yes	Yes		
cute Pain Management	C. Baugh	E. Ross	Yes	Yes	Yes		
sychiatry	N. Huanchuri	S. Shah	Yes	Yes	Yes		
rfectious Disease	S. Takhar	D. Kuritzkes/P. Sax	Yes	Yes	Yes		
ndocrine	S. Rouhani	R. Arky	Yes	Yes	Yes		
lenal	J. Rempell	David Mount	Yes	Yes	Yes		
enai ulmonary	No ED Liaison	Ann Fuhlbrigge	N/A	Not needed	Yes		
lematology	R. Marsh	Nancy Berliner	Yes	Yes	Yes		
Ophthalmology	Stephanie Kayden	No Contact Assigned	N/A	Not needed	Yes		
Dermatology	No ED Lisison	No Contact Assigned	N/A	Not needed	Yes		
urn/Trauma Surgery	R. Seethala	J. Gates	Yes	Yes	No		Surgical senior (p16311) to initiate consult in ED, inpatient trauma/emergency s
eneral Surgery	H. Kimberly	D. Smink	Yes	Yes	No		Surgical senior (p16311) to initiate consult in ED, inpatient Colorectal consultant
urgical Oncology	H. Kimberly	D. Smink	Yes	Yes	No		Surgical senior (p16311) to initiate consult in ED, inpatient Surgical Oncology co
ascular Surgery	A. Raja	M. Belkin	Yes	Yes	No		Surgical senior (p16311) to initiate consult in ED. Vascular fellow (Mannick p119
ariatric Surgery	J. Weich	S. Shikora	Yes	Yes	No		Surgical senior (p16311) and Bariatrics fellow see patient in ED; surgical senior n
eurosurgery	I. Aisiku	E. Antonio Chiocca	Yes	Yes	Yes		Sur Breat serifor (preser) and barraches renow see pacient in Eb, surgical serifor in
lastic Surgery	Z. Obermeyer	E. Eriksson	Yes	Yes	Yes		
rthopedic Surgery	D. Mezeurdician	M. Harris	Yes	Yes	Yes		
ardiac Surgery	G. Greenough	J. Byrne	Yes	Yes	Yes		
horacic Surgery	G. Greenough	P. Camp	Yes	Yes	Yes		
Irology	P. Parmar	A. Kibel	Yes	Yes	Yes		
NT.	P. Hou	Jo Shapiro	Yes	Yes	163		
	r. Hou	30 Shapiro	163	163			
knollary							
			Yes	Yes			
ncilities			Yes	Yes			
iomed			Yes	Yes			
harmacy	E. Goralnick	Bill Churchill	Yes	Yes	Yes		
adiology	M. Stone	A. Sodickson	Yes	Yes	Yes		
communications	m. Stolle	A. Journson	Yes	Yes			
ndoscopy	C. Baugh	J. Saltzman	Yes	Yes	Yes		
ecurity/Parking	ED operations leadership	Bob Chicarello	Yes	Yes	No		One guard for the whole tower; code gray button installed on 12D at business s
ecunty/ranking nterpreter services	ED operations leadership	Yilu Ma	Yes	Yes	No		Tower interpreter (p11900)
ransport	ED operations leadership	Luis Soto	Yes	Yes	Yes		Tomas Interpresso (p11200)
nvironmental services	ED operations leadership	Luis Soto	Yes	Yes	No		Dedicated staff during the day; cross coverage overnight
hysical therapy	ED operations leadership	Linda Arslanian	Yes	Yes	Yes		Secretary state of the day, or our coverage over right
nysical therapy lespiratory therapy	ED operations leadership	Paul Nuccio	Yes	Yes	Yes		
espiratory therapy ocial work	ED operations leadership	Elaine Devine	Yes	Yes	Yes		
ocial work are Facilitation	ED operations leadership	Chris Dutkiewicz	Yes	Yes	No.		Dedicated 12D Care Facilitator 7a-11p Mon-Fri, 7a-4p Sat-Sun; ED staff cross co
ore recilitation plunteer Services	En oberations leadership	Cina Dudiewicz	Yes	Yes	HIJ.		Dedicated 120 Care reclinator /e-11p Mon-rn, /e-4p satistin; ED Starr cross col
			Yes				
athology/Lab				Yes			
lutrition			Yes	Yes			

COMMUNICATION

- "Opening a new observation unit will impact many relationships it is much easier to work out the implications in advance
- "Know your audience; seek out leaders to explain the rationale for the observation unit and how it can help their service
- "Set expectations and increase awareness; the best way to solve a problem is to avoid one
- Tell them several times; start with a mass e-mail at t-6 months, follow up with a town hall meeting with Q&A, then individual meetings by service at t-3 months, then another mass e-mail just prior to the open

WORK PLAN: GANTT CHART

																											_
	Responsible Party	Status/Due Date	Notes	19-Aug	26-Aug	186	16 Sb p	23-Sep	30.861	7-00	21-04	28-04	4-Nov	11-Nov	25-Nov	3 Dec	9-Dec	16 Dax	23 Dec	900	13-Jun	20-Jan	27-Jan	3 Feb	10 Fe t	¥74	3 80
	Oversight				П	Т	Т		П	П	Т	Т	П		Т	Т	П			Т	Т	Т	Т	П	Т		
General Planning	Committee	Ongoing																						Ш			
Finalize Workplan	OT	Done																									
Finalize Committee Structure	OT	Done								\Box					\perp					\perp	\perp	\perp				\perp	\perp
Kick-off Committees	OT	1-Sep																		Т	Т					\top	\Box
Draft charters	OT	Done								\Box					\perp					\perp	\perp	\perp				\perp	\perp
Finalize membership	OT	Done													Т					Т		Т		П			Т
Schedule meetings	OT	Done																								\perp	\perp
	Oversight	September			П	Т	Т		П	П	Т	Т	П		Т	Т	П			Т	Т	Т	Т	П	\neg		
Communication	Committee	to October	1		11			1 1	ll				1				ı							ΙI			47
Identify Audience for Announcement	OT	Done							П	\neg	$\overline{}$		-		$\overline{}$	$\overline{}$			$\overline{}$	$\overline{}$	$\overline{}$	_	$\overline{}$	П	\neg	\top	т
Conduct Info Session	OT	Done										\top	-	\vdash	\top	\top	-	П	\vdash	\neg	\top	\top	\top	ш	\neg	+	\top
Draft malorials	OT	Done										\top	-	\vdash	\top	\top	-	Н	\vdash	\top	\top	\top	\top	\vdash	\neg	+	+
			Jenny to draft, vet with									\top	${}^{-}$	\vdash	\top											+	
Signage	OT	1-Dec	Chris/Heidi	l	H		1		ΙI				1				ı							ш			
Operations (Phase I - planning and implementation)	OT	Ongoing			П	\neg	Т		П		т	Т	Т		Т	Т				Т	Т	Т	Т	П	т	Т	Т
Staffing	OT	Ongoing			\vdash	$\overline{}$	+	$\boldsymbol{\top}$	Н	\dashv	$\overline{}$	-	-	$\overline{}$	+	+	_			$\overline{}$	$\overline{}$	_	_	Н	$\overline{}$	-	-
Obtain Position Control Numbers	Andrews	1-Nov	Waiting on confirmation from Mairead		П	Т	Т		П	\top		Т		П	Т				П	T	T	Т	Τ	П	T	Т	Т
Staffing-PAs	Kayden/Kelley	Ongoing			\Box	\neg	\top	\top	П											\top				\Box		+	+
Establish Plan with Kayden and Kelley (dedicated or rotating, timeline)	Kayden/Kelley	Done		-			-	-	Н	\neg	-	-	-	$\overline{}$	-	-	-	П	$\overline{}$	\top	-	_	-	Н	\neg	-	-
Investigate HR implications and salary structure	Kelley	Done		-						\dashv	-	+	+	\vdash	+	+	-	Н	\vdash	+	+	+	+	\vdash	$\overline{}$	+	+
Draft and vet job descriptions	Kayden/Kelley	Done		-						\neg	\neg	\top	-	\vdash	\top	\top	-	Н	\vdash	\top	\top	+	+	\vdash	\neg	+	+
arian and to the out of process	· · · · · · · · · · · · · · · · · · ·		Waiting on position control	-						\dashv	-				_	+	-	Н	\vdash	+	+	+	+	\vdash	$\overline{}$	+	+
Post job descriptions	Kayden/Kelley	1-Nov	numbers	ı	ΙI		-	1 1	ΙI				1				1	ΙI						ΙI		- 1	
Hire and onboard: Orientation, Training, Credentialing, etc.	BritnelVDodd	Nov-Feb		-	\vdash	$\overline{}$	+	+	\vdash	\rightarrow	-	_	_							_				Н	$\overline{}$	+	+
Education of current staff	BritnelVDodd	Jan-Feb		-	\vdash	\neg	+	\vdash	\vdash	\neg	\neg	\top	-	\vdash	_	_				_	-	+	-				
StaffIng-Nurses	Crim/Hickey	Ongoing		-	\vdash	-	+	+	\vdash	\dashv	-	+	+	\vdash	+	+	-	Н	\vdash	+	_	_	_		_	+	+
Establish Plan with Crim and Nurse Educators (dedicated or rotating, timeline	,	Done	5 positions per month - first five position control numbers have been released												Ī											T	T
Investigate any MNA implications	Crim/Hickey	1-Nov	Nancy is following up with Leo re: change of environment regulations												T					T	T	T					Т
Draft and vet job descriptions	Crim/Hickey	Done	environment regulations				-						-	\vdash	+	+	+	\vdash	\vdash	+	+	+	+	↤	+	+	+
Post job descriptions	Crim/Hickey	Oct-Jan		+	\vdash	+	+	+	H	-										_	+	+	+	₩	+	+	+
Post job descriptions Hire and Onboard: Orientation, Training, Credentialing, etc.	Crim/Hickey	Dec-March	 	+	\vdash	+	+	\vdash	$\vdash \vdash$	\rightarrow	-															+	+
Hire and Unboard: Unentation, Training, Credentialing, etc.	Crim/Hickey	Dec-march		₩	₩	_	_	\vdash	ш	_	_	\bot	\leftarrow	\vdash	\bot												

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Staffing-Care Coordination		Ongoing		0	~ ~	7	_	_	_	-	-	-	•	•	•	•	-				-	-	+	-	1	<u> </u>	~	
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Establish Plan with Hogan and Dutkiewicz (dedicated or rotating, timeline)	Hogan/Dutkiewicz	Done		L			1		ш				1	П	ш			1		1	l			-	1	1 1	ıl	
Schedule monthly meetings with Care Coordination	Rosa	1-Nov	To be scheduled			\top									П			T					\neg		\top	П	\Box	コ
Investigate any HR implications	Hogan/Dutkiewicz	Oct-Nov				Т	Т						П				Т	Т	Т				Т		\Box	П	\Box	
Draft and vet job descriptions if necessary	Hogan/Dutkiewicz	Oct-Nov		П	П	Т	Т	П		\neg			П				Т	Т	Т	Т		Т	Т	Т	Т	П	П	П.
Post job descriptions if necessary	Hogan/Dutkiewicz	Nov-Dec				\perp	\perp											Τ					\Box		\perp		\Box	\Box
Hire Care Coordinator if necessary	Hogan/Dutkiewicz	Jan				\perp												Т							\perp		\Box	
Hire and onboard: Orientation, Training, Credentialing, etc.	Hogan/Dutkiewicz	Jan-Mar				\perp	工			\Box	工	\perp	\Box			\Box	\perp											
Staffing-Unit Coordinator	Crim/Kanellias	Ongoing				\perp	\perp				\perp						\perp	\perp							L			
Establish Plan with Crim and Kanellias (dedicated or rotating, timeline)	Crim/Kanellias	1-Jan				\perp	\perp			\perp	\perp	\perp	\perp					\perp	\perp	\perp			\perp	\perp	\perp		\neg	
Involve HR	Crim/Kanellias	1-Jan				\perp	\perp				\perp	\perp	\perp					\perp	\perp	\perp			\perp	\perp	\perp			
Draft and vet job description	Crim/Kanellias	1-Jan				\perp	\perp				\perp		\perp					\perp	\perp	\blacksquare								
Post job description	Crim/Kanellias	Jan-Feb		Ш		丄	┸	\perp		\perp		\perp	\perp	Ш	Ш	\perp												
Hire and onboard: Orientation, Training	Crim/Kanellias	Feb-Mar				\perp																						
Staffing-Attending	Kosowsky/Baugh	Sept-Nov				\perp	\perp						\perp															
			Jenny to confirm with Leo										1							1	l				1	1 1		
			when scheduling for March										1							1	l				1	1 1		
Establish and vet staffing plan	OT	1-Nov	occurs																				\perp				\sqcup	
Schedule	OT/Mayer	1-Nov				\perp	\perp				\perp	\perp	\perp				\perp	\perp										
Orientation	Kosowsky/Baum	Feb-Mar		Ш	\perp	_	┸	\perp				\perp	丄	Ш	Ш		_	┸	\perp	\perp	Ш		_					
			Create high-level work agenda for Bill Johnston by																								ıl	
IS	OT/Moore	Ongoing	10/31	L			1		ш				1	П	ш					1	l				1	1 1		
Determine requirements and obtain approval	OT	October											-	Н	Н	\neg	\top	+	+	-	Н	\neg	\neg	+	+	\vdash	\neg	\neg
Draft specs	Moore	Oct-Nov															\top	\top	\top	\top	П	\neg	\neg	\top	-	т	\neg	\neg
System		Oct-Nov				$^{+}$	-			\neg	-		-				\top	+	+	-	Н	\neg	\neg	-	+	\vdash	\neg	\neg
Reports		Oct-Nov				\top											\top	\top	\top	\top	П	\neg	\neg	\top	1	П	\neg	┪.
Templates		Oct-Nov				$^{-}$	-				-	_	-				\top	\top	\top	\top	П	\neg	\neg	\top	-	т	\neg	\neg
Determine hardware/wiring needs	Andrews/Cardoso	1-Dec				\top											\top	\top	\top	\top	П	\neg	\neg	\neg	\top	П	\neg	Π.
Code	Moore	Dec-Jan				\top	\top			\neg	\neg	\top	$\overline{}$												1	П	\neg	Π.
Test	Moore	Feb-Mar		T	\vdash	\top	\top	$\overline{}$	П	\neg	\top	\top	${}^{-}$	П	П		\neg		-				\neg					\neg
Orientation	OT	Feb-Mar		Т	\Box	\top	\top	\top	П	\neg	\neg	\top	\top	П	П	\neg	\top	\top	\top	\top	П	\neg	\neg					
Facilities	OT	Ongoing																										
Identify infrastructure releds and create punch list	OT	Done										Т			П		\top	Т	Т	Т			\neg		\top	П	\neg	П.
Schedule walk-through with Crim, Baugh and Andrews					П	Т	_	\top	П	\neg	\neg	\top	\top	П	П	\neg	\top	\top	\top	\top	П	\neg	\neg	\neg	\top	П	\neg	7
Gain requisite approval in the case infrastructure is needed				П	П	\top	Т	Т		\neg	$\neg \vdash$	Т	Т	П	П	\neg	\top	Т	\top	Т	П	\neg	\neg	\neg	\top	П	\neg	П
Walk-through with Facilities/Engineering	Androws/Dompsoy	1-Nov	Needs to be scheduled	т	П	\top	\top	Т	П	\neg	\neg	\top	Т	П	П	\neg	\neg	Т	\top	\top	П	\neg	\neg	\top	\top	П	\neg	┑
Determing if DPH Approval Needed	OT/Facilities	Done	DPH Approval is required					Т		$\neg \top$	Т	Т	Т	ΤП	П	T	Т	Т	Т	T	ГΠ	$\neg \top$	T	Т	T^-	\Box	\neg	П
Engage architects and contractors						Т	T	\Box		\neg	\top	\top			\Box	\neg	\neg	\top	\top	\top		\neg	\neg	\top	\top	П	\neg	٦
Begin construction						\perp					\perp							T				\exists	\Box			\Box	╛	\neg
Aquire DPH Approval (if needed)	OT/Facilities	Nov-Jan		П		\top	\top	Т		\neg	\top														\top	П	\neg	ヿ
Scope of Service/Model	Andrews/Crim	Nov-Dec				\top				\neg															\top	\Box	╛	\neg
Waivers	Dempsey	Nov-Dec		П		\top	\top	П		\neg								Т	\top	Т		\neg	\neg	\top	\top	\Box	\neg	٦
Submission/Resubmission	Dempsey	1-Dec		П		\neg	\top	Т	П	\neg	\top														\top	П	\neg	ヿ
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		Date	Notes	Ē	ě	9 9	ê	23-50	8	ğ Ş	5	5	7		Š.	Š	ě	ğ	ۋا ۋ	3	똩	E 2	ž	2 2	5	ľ
Operational Workflows	OT	Ongoing				-	_	_	-	-	-	14	2	3	- 2	Ä				-	2		-		-	÷
Understand and document current EDOU and Surge Pod Flows	Andrews/Britnell	Nov												_	+			_				_	_		_	_
Identify areas of overlap, opportunity and those needing resolution	OT	Nov-Dec		-	\vdash	\neg	\top	\vdash	\neg	\neg	+	-		-	-											
Create and vet proces map for new Obs Unit	OT	Nov-Dec		-	\vdash	-	+	\vdash	\dashv	$^{+}$	+	+		_	_		$\overline{}$	\neg	_	_			$\overline{}$		_	1
Decide on new flows for:				T	\Box	\neg	\top	\Box	\neg	\neg	\top	\top	\blacksquare	$\overline{}$	-		$\overline{}$	\neg		_	\Box	\top	\top	\Box	\top	\top
Ancillary Services				-	\vdash	\neg	\top	\vdash	\neg	\neg	+	-	Н	\top	+	$\overline{}$	\dashv	\neg	\neg	+	\vdash	\pm	+	-	+	+
Ordering				-	\vdash	-	+	\vdash	\dashv	$^{+}$	+	+	\vdash	+	+	$\boldsymbol{\top}$	\dashv	\dashv	-	+	\vdash	\pm	+	-	+	+
Flow				-	\vdash	\top	\top	\vdash	\neg	\neg	\top	${}^{+}$	ш	\top	\top	$\overline{}$	\dashv	\neg	\neg	\top	\vdash	-	\top	\vdash	\pm	+
Time expectations				-	\vdash	\neg	\top	\vdash	\neg	\neg	+	-	\vdash	\top	+	+	\dashv	\neg	\neg	+	\vdash	\pm	+	\vdash	+	+
Rotations				-	\vdash	\neg	\top	\vdash	\neg	\top	\top	+	\vdash	\top	+	+	\dashv	\neg	\neg	+	\vdash	\pm	\top	\vdash	+	+
Materials				-	\vdash	o	\top	\vdash	\neg	\top	+	+	\vdash	\top	+	$\boldsymbol{\top}$	\dashv	\neg	-	+	\vdash	\pm	+	-	+	+
Administration				-	\vdash	\neg	\top	\vdash	\neg	\neg	\top	-	ш	\neg	\top	$\overline{}$	\dashv	\neg	\neg	\top	\vdash	\top	\top	\vdash	\top	+
Documentation				-	\vdash	\neg	\top	\vdash	\neg	\neg	\top	-	\vdash	\top	+	-	\neg	\neg	\neg	-	\vdash	-	+	\vdash	+	+
In/Out Processes				-	\vdash	\top	\top	\vdash	\neg	\top	\top	${}^{+}$	ш	\top	\top	-	\dashv	\neg	\top	\top	\vdash	\pm	\top	\vdash	\pm	+
Registration				-	\vdash	\neg	\top	\vdash	\neg	\neg	+	-	\vdash	\top	+	+	\dashv	\neg	\neg	+	\vdash	\pm	+	\vdash	+	+
Scheduling				-	\vdash	-	+	\vdash	\dashv	\top	+	+	\vdash	\top	+	$\boldsymbol{\top}$	\dashv	\dashv	-	+	\vdash	\pm	+	-	+	+
Transport				-	\vdash	-	+	\vdash	\dashv	\top	+	+	\vdash	\top	+	$\boldsymbol{\top}$	\dashv	\dashv	-	+	\vdash	\pm	+	-	+	+
Equipment/Supplies	Andrews/Britnell	Nov		_	\vdash	-	+	\vdash	\neg	$^{-}$	+	+					\dashv	\neg	$\overline{}$	+	\vdash	\pm	+	-	+	+
Inventory existing equipment	Andrews/Sants	15-Nov		-	\vdash	\neg	\top	\vdash	\neg	\top	\top				$\overline{}$		\dashv	\neg	\neg	+	\vdash	\pm	\top	\vdash	+	+
	Androws/Baugh/Britnel/Cri		Schedule walk-through with	_	\vdash	-	+	\vdash	\dashv	$\overline{}$	+		Н	-			\dashv	\dashv	-	+	\vdash	\pm	+	-	+	+
Delarmine needs via walk-through with Biomedical Services	m	Nov	Michael Fraai	1	ΙI	- 1		1 1	- 1		-	1						- 1		1	1 1		'	<i>i</i> 1		
Vet needs with approval group	Crim/Kosowsky	Dec		-	\vdash	-	+	\vdash	\dashv	$^{+}$	+	+	$\overline{}$	_	_						\vdash	\pm	+	-	+	+
Clinical Workflows	COG	Dec		-	\vdash	+	+	+	\dashv	+	+	+	Н	_	+			_		-	1	_	-	\vdash	+	+
Identify Possible Obs Unit Population(s)	COG	Nov-Jan		_	\vdash	-	+	\vdash	\dashv	-	+	+	\vdash	-	+	_	\dashv	\dashv	-	+	\vdash	-	-	-	+	+
Standardize process for working with other services/departments	COG	Nov-Jan		-	\vdash	-	+	\vdash	\dashv	+	+	+	\vdash	+	+	-	\dashv	\dashv	-	+	+	+	-	-	+	+
Schedule meetings with:	Rosa	15-Nov		-	\vdash	-	+	\vdash	\dashv	$\overline{}$	+		\vdash	_	_		$\overline{}$	$\overline{}$	_	_	_	-	-	-	+	+
Surrence tracerings their	11000		Chris (Josh)/Heidi/Jenny	-	\vdash	+	+	+	\dashv	+	+		\vdash	_	+	+	\dashv	\dashv	-	+	+	+	+	\vdash	+	+
			(preferably bring data with	1	ΙI	- 1		1 1	- 1				ll		1			- 1			1 1		1 '	i I		1
PT	Rosa	15-Nov	us)	1	ΙI	- 1		1 1	- 1		-		ll					- 1		1	1 1		'	<i>i</i> 1		
Social Work	Rosa	15-Nov	Chris (Josh)/Heidi/Jenny	-	\vdash	-	+	\vdash	\dashv	-	+		Н	_	+	-	\dashv	\dashv	$\overline{}$	+	\vdash	\pm	+	-	+	+
Facilities	Rosa	15-Nov	Chris (Josh)/Heidi/Jenny	-	\vdash	+	+	\vdash	\dashv	+	+	-	\vdash	_	+	+	\rightarrow	\dashv	+	+	+	-	+	\vdash	+	+
Oncology	Rosa	15-Nov	Liaison – Kelli O'Laughlin	-	\vdash	+	+	₩	\rightarrow	+	+	+	\vdash	_	+	+	\dashv	\rightarrow	+	+	↤	+	+	\vdash	+	+
Cardiology	Rosa	15-Nov	Liaison – Josh Kosowsky	-	\vdash	+	+	+	\dashv	+	+		\vdash	_	+	+	\dashv	\dashv	$\overline{}$	+	+	+	+	\vdash	+	+
Pain Control	Rosa	15-Nov	Chris (Josh)/Heidi/Jenny	-	\vdash	+	+	+	\rightarrow	+	+	-	\vdash	_	+	+	\rightarrow	\rightarrow	+	+	\vdash	+	+	\vdash	+	+
GVEndoscopy	Rosa	15-Nov	Chris (Josh)/Heidi/Jenny	┿	\vdash	+	+	\vdash	\dashv	+	+	_	Н	_	+	+	\dashv	\dashv	$\overline{}$	+	\vdash	+	+	\vdash	+	+
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Psychiatry	Rosa	15-Nov	Liaison - Nadia Huancahuri	1	ΙI		1	11			1		ll							1	1 1		'	1		
Pharmacy	Rosa	15-Nov	Liaison – Eric Goralnick	_	\vdash	-	+	\vdash	\dashv	$\overline{}$	+		Н	_	+	-	\dashv	\dashv	-	+	\vdash	\pm	+	-	+	+
Code Committee	Rosa	15-Nov	Chris (Josh)/Heidi/Jenny	-	\vdash	\top	+	\vdash	\neg	\top	\top		\Box		+	T	\dashv	\neg	\neg	\top	Н	\top	+	\vdash	+	+
Radiology/imaging	Rosa	15-Nov	Liaison - Michael Stone	-	\vdash	\pm	+	\vdash	\dashv	\top	+		\vdash		+	\vdash	\dashv	\dashv	o	+	\vdash	\pm	+	\vdash	+	+
Radiation Oncology	Rosa	15-Nov	Chris (Josh)/Heidi/Jenny	+	\vdash	+	+	+	\rightarrow	+	+		\vdash		+	+	\dashv	\rightarrow	+	+	\vdash	+	+	\vdash	+	+
Others TBD	Rosa	15-Nov	- Constitution of the control of the	+	+	+	+	+	\rightarrow	+	+		\vdash		+	\vdash	\vdash	\rightarrow	-	+	+	+	+	\vdash	+	+
Create Clinical Protocols	COG	Nov-Jan		-	\vdash	+	+	┿	\rightarrow	+	+		\vdash	_				_					+-	\vdash	+	+
Set goals/standards	COG	Nov-Jan		+	\vdash	+	+	+	\rightarrow	+	+	+	\vdash	+	+		\rightarrow	\rightarrow	-	+	\vdash	+	-	\vdash	+	+
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DONE...

	Ownership/ Responsible Party	Status/Due Date	Notes	19-Aug	26-Aug	186	1691	23-Sep	3084	7-0c	14 Oc	21-04	2804	11-Nov	18-Nov	25-Nov	2 Dec	9-Dec	16 Dec	23 Dec	500	13-Jan	20-Jan	27-Jar	3 Fet	10 Fee	2476	3 Ha
Data	Andrews/Carbone	Ongoing																										
			Jenny to start list and schedule time to meet with			T	Τ	Τ	Γ			Т	Т	Т		Γ					Т	Τ		Π	П		Т	Т
		15-Nov	Megan																									
		Ongoing																										
Implementation	Oversight Committee	Ongoing																										
Orientation	OT						\perp					\perp	\perp															

WORK-TO-DATE SUMMARY

Area of Work	Sub-category	Accomplishments to-date	Next Steps
Oversight	Executive		. Begin drafting communication plan
	PA	. Regular meetings with PA leadership	. Vet process/hiring logistics with HR "Determine if leadership role is needed
Staffing	RN	. High-level hiring strategy with timeline	. Obtain position control numbers " Determine if unit will be a unique cost center
	Care Coordination		Meet to discuss hiring strategy
IS	Operational Infrastructure	Operational needs assessment Proposal	Obtain approval to move forward with build out Work with IS to scope out project
	Financial Infrastructure		. Work with Finance to reconcile operational needs with financial processes
	Physical Plant	. Walk-through of 12D "Determined no renovations necessary	. Conduct walk-through with Engineering to address minor maintenance requests
Facilities	Equipment	. Walk-through of 12D " Determined existing equipment meets needs	. Verify computer workstation supply/WOWs will meet demand . Verify specialty cart needs

WORK-TO-DATE

Area of Work	Sub-category	Accomplishments to-date	Next Steps
Regulatory	Operations	Determination that DPH approval is necessary Next steps identified	Complete DPH waivers, scope of practice, staffing plans Submit request and acquire DPH approval
·	Billing		Begin discussions with Jim Bryant regarding billing/documentation Convene Regulatory/Finance/Reporting Committee
Operations	High-level	. Consulting and ancillary services involved in observation operations notified . Scheduled Info Session for stakeholders	Begin discussions regarding operational metrics Schedule meetings with Consulting and Ancillary Services Begin documenting current and future operational workflows Begin scoping appropriate patient population

BACK TO DASHBOARDS

Create your dashboard during the planning process, not after you have opened

"Ensure that the data is available and reports are created – this takes time!

WHAT IS A "DASHBOARD"

"A graphical user interface that organizes and presents information in a format that is easy to read and interpret"

Basic concept

- "Visual representation of key performance indicators (metrics)
- " Pulls data from multiple sources
- " Manipulates data to make it more accessible

THE IDEAL DASHBOARD

Ideal properties

- Contains important data
- "Thoughtfully laid-out and easy to navigate
- " Easily updated
 - " Real-time interface with IS system

WHY DO WE NEED A DASHBOARD

" Visibility

"Know exactly what's going on; provides valuable insight

" Time savings

" Pull key data from multiple systems into one place

Track ongoing improvements

- " Peter Drucker: "if you can't measure it, you can't improve it."
- "Visualize goals and judge performance against plan

KEY CHALLENGES

- " Choosing the metrics to track
 - What is your most important outcome?
 - " Which processes most influence that outcome?
- " Building the dashboard
 - " How to link data systems (or develop a manual process)
 - " Create a user-friendly interface (streamline the design)

ORIGINS OF THE "DASHBOARD"



CREATING REPORTS - START EARLY!

- " Is the data already captured somewhere?
 - " If so, do you or your administrator have access to it?
- " If the data request is new, is it technically feasible?
 - " If so, who needs to approve, how long will it take and how much effort is needed?
 - " Will it be delivered in a timely and useful format?
 - " Are there others in the organization interested in the data?
 - " Leverage your ask!

DATA CHALLENGES

- " Inaccurate data
- " Missing data
- " Data definitions
- " Late data

DEFINING YOUR METRICS

" Accurate

" Up to date

" Important

" Actionable

" Volume

" LOS

" Quality

" Inpatient conversion rate

" Other

INVOLVE ALL STAKEHOLDERS

" Administrators

- " OU leaders
- " Department leaders
 - " Intra-departmental
 - " Inter-departmental
- " Hospital leaders

" Clinicians

- " Physicians
 - " Intra-departmental
 - " Inter-departmental
- " PAs/NPs
- " Residents
- " Nurses

Know your audience!

- Structured interviews and draft feedback
- " You may need to maintain multiple versions

Tailor the message

- What they need to know
- " What they want to know
- " Show the data the "right" way to tell the story

VOLUME

- " Daily/Monthly/Annual visits
- " Percentage of all ED visits overall
- " Percentage of ED visits by attending
- Volume by protocol/complaint/diagnosis
 - " Chest pain most common (~20%)
- "Volume of resource use (i.e., consultants, diagnostics)

LENGTH OF STAY (LOS)

- " National benchmark mean ~15h
- " Median often more useful than mean
- "Track outliers (LOS<6h, LOS>24h, LOS>36h)
- " LOS by attending
- " LOS by protocol/complaint/diagnosis

INPATIENT CONVERSION RATE

- " National benchmark ~15-20%
- " Rate may vary by protocol
 - " CHF typically 30-50%
- Rate<15%: patient mix not acute/complicated enough</p>
- " Rate>20%: patient mix too acute/complicated
- " Track rate by attending
- " Involve case management early in ED course to help direct patients to appropriate setting
- "Financial/Operational impact on hospital (if possible to measure)

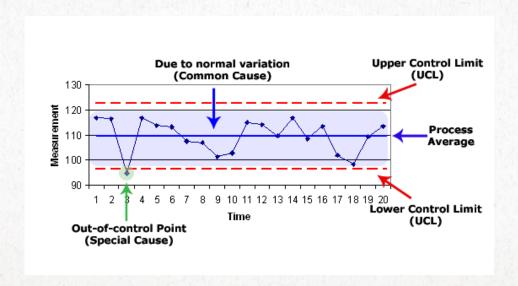
QUALITY

- " Repeat ED visits
 - " 3 days
 - 7 days
 - " 14 days
- " Critical events
 - " Codes
 - " Upgrade directly to ICU
 - " M&M cases
 - " Safety reports

- " Patient complaints & comments
 - " Patient satisfaction survey (e.g., Press Ganey)
 - " Mean score percentile versus peers most typical single metric
- Staff concerns/complaints
 - Encourage open communication

KNOWING WHEN TO ACT

" Consider the use of a process control chart



CAUTION: INFORMATION OVERLOAD



DASHBOARD EXAMPLE: BWH OBSERVATION

	2013			FY2014			Variance
VOLUME		May-14	Jun-14	Jul-14	Aug-14	FY14 YTD	YTD FY13 Vs. FY14
ED Obs Visits	1,688	660	661	733	677	2,731	62%
EDOU	1,688	445	410	454	422	1,731	3%
Tower Obs	N/A	215	251	279	255	1,000	N/A
Budgeted Visits	2,215	697	679	713	712	2,801	
EDOU FDOU	2,215	449	439	465	464	1,817	
Tower Obs	N/A	248	240	248	248	984	N/A
% Variance from Budget	-24%	-5%	-3%	3%	-5%	-2%	
EDOU	-24%	-1%	-7%	-2%	-9%	-5%	
Tower Obs	N/A	-13%	5%	13%	3%	2%	
LENGTH OF STAY		May-14	Jun-14	Jul-14	Aug-14	FY14 YTD	YTD FY13 Vs. FY14
% Short Stay OBS Patients (<6 Hours)	26%	18%	21%	18%	22%	14%	-44%
% Long Stay OBS Patients (>36 hours)	1%	3%	4%	3%	4%	3%	N/A
Average Overall LOS	12:01	14:00	13:53	13:59	13:48	13:55	169
EDOU	13:15	12:12	12:12	12:33	12:08	12:16	-79
Tower Obs	N/A	19:17	18:36	17:57	18:45	18:39	N/A
Stay in Bed	7:49	7:29	7:13	8:01	7:15	7:29	-49
Median Overall LOS	10:48	12:16	13:00	12:15	12:11	12:25	159
EDOU	12:31	10:22	10:31	10:22	10:11	10:21	-179
Tower Obs	N/A	17:34	17:32	17:32	17:46	17:36	N/A
Stay in Bed	6:42	3:47	5:49	5:49	5:06	7:46	169
Lower Quartile (1/4 into dataset)	4:11	4:37	4:33	4:34	4:25	4:35	109
Upper Quartile (1/4 top of dataset)	21:56	26:31	25:52	26:47	26:14	26:22	209
HOSPITAL ADMISSIONS		May-14	Jun-14	Jul-14	Aug-14	FY14 YTD	YTD FY13 Vs. FY14
Total PIO from ED	1,058	175	183	181	217	756	-299
Total Placed in IP Bed from Obs	349	95	130	125	124	474	369
Total OBS Inpatient Admissions	349	95	123	124	122	464	339
EDOU	274	54	45	53	56	208	-249
Tower Obs	N/A	27	59	39	51	176	N/A
Stay in Bed	75	14	19	32	15	80	79
Total PIO from Tower Obs	N/A	0	7	1	2	10	N/A
Inpatient Admission Rate from Obs	21%	14%	19%	17%	18%	17%	-189
EDOU	12%	12%	11%	12%	13%	12%	-39
Tower Obs	N/A	13%	24%	14%	20%	18%	N/A
PIO Rate	N/A	0.0%	1.1%	0.1%	0.3%	0.4%	N/A
Median LOS for admitted	13:18	14:12	13:45	14:02	Not Available	13:50	49
Median LOS for PIO	N/A	0:00	34:36	35:34	Not Available	35:05	N/A
OBSERVATION EFFICIENCY		May-14	Jun-14	Jul-14	Aug-14	FY14 YTD	YTD FY13 Vs. FY14
Tower Obs Average Daily Census	N/A	7.6	7.5	7.2	7.4	7.4	N/A
EDOBs Average Daily Census	9	13.0	12.0	14.0	7.0	13.0	44%
Percent Boarders of Admissions from Tower Obs	N/A	15%	23%	14%	18%	18%	N/A
				22:39	17:19	20:11	N/A
Median LOS of Boarders on Tower Obs	N/A	16:41	22:02	22:39	17.13		
Median LOS of Boarders on Tower Obs QUALITY	N/A	16:41 May-14	22:02 Jun-14	Jul-14	Aug-14	FY14 YTD	YTD FY13 Vs. FY14
	N/A						YTD FY13 Vs. FY14
QUALITY	N/A N/A						
QUALITY ED Revisits from Tower Obs		May-14	Jun-14	Jul-14	Aug-14	FY14 YTD	YTD FY13 Vs. FY14



APPENDIX