

Facility Patient & Family Engagement Objective and Timeline

Your facility will identify and recruit at least one (1) patient and/or family member to assist you with your patient and family engagement activities and meetings. The interdisciplinary team will brainstorm with patient representative and strategize new initiatives that will increase patient representative participation as well as increase patient family engagement at the facility level.

	To Do	Due Date	Finished
<i>Contact Form</i>	Complete survey: PFE Baseline data survey	If this was not completed in 2018 than call NW4 by May 31, 2019	<input type="checkbox"/>
<i>Task A</i>	Complete “ Interdisciplinary Team Commitment of Support ” form and “ Baseline Data Survey ”.	If this was not completed in 2018 than complete and fax to NW4 by June 28, 2019	<input type="checkbox"/>
<i>Task B</i>	Distribute the “ Patient, Family Member /Caregiver Facility Recruitment Letter ” and “ Patient Representative Registration Form ” to recruit facility Patient Representative volunteers.	Open enrollment – submit completed patient rep application	<input type="checkbox"/>
<i>Task C</i>	All Patient Representatives must review the “ Do’s and Don’ts of Meeting Etiquette ” before they start attending the facility QAPI meetings.	Please, review with your patient rep before they attend their first QAPI meeting	<input type="checkbox"/>
<i>Main Focus Task D</i>	Starting March 1, 2019 the patient rep(s) will receive a “ Quarterly Survey ” to capture patient representative feedback regarding their participation in the QAPI meetings and PFE activities. Facilities shall complete a “ PFE Status Update Survey ” by June 2019. Facilities shall sustain their gains in their PFE activities going forward as a part of their normal operating procedures.	Monthly (March –Aug)	<input type="checkbox"/>
<i>Final Report</i>	Complete “ Final Survey ” that assesses the patient rep experience with the monthly QAPI meeting and PFE activities at their dialysis facility.	September 20, 2019	<input type="checkbox"/>

