



PERSON AND FAMILY  
ENGAGEMENT (PFE)

# TOOLKIT

A Guide for Measure Developers



April 2021





# Toolkit Introduction

## Welcome measure developers and thank you for using the Person and Family Engagement (PFE) Toolkit!

PFE is a critical tenet of the quality measurement process as engagement with persons and families (PFE Partners) brings invaluable insight and expertise to the process. The Centers for Medicare & Medicaid Services (CMS) developed the PFE Toolkit with measure developers for measure developers to serve as a roadmap to successful engagement with PFE Partners. It is an easy-to-follow, comprehensive guide intended to support the implementation of best and standard practices for PFE across all CMS contractors. The PFE Toolkit will provide essential information and resources for measure developers to improve, or establish, PFE processes across their organizations.

The PFE Toolkit is comprised of the following components:

- **Instructive Content:** These Sections of the Toolkit (Sections 1-8) focus on a different aspect, or phase, of the PFE process and provide related information, key considerations, helpful hints, and resources. These Sections address:
  - Preparing Your Organization
  - The PFE Process
  - Strategic Planning
  - How to Engage
  - Recruitment
  - Onboarding and Orientation
  - Facilitating Engagement
  - Ongoing Communications
- **Ready-to-use Tools:** Section 9: Resources contains printable versions of tools, templates, and handouts that can be used to start engaging PFE Partners.
- **Scenario-based Examples:** Each Section, beginning with Toolkit Section 3: Strategic Planning, includes an example based on a measure developer experience, which incorporates key concepts covered throughout the Toolkit.

We appreciate the time and effort you put into this important work.

## CMS

*Revised by Rainmakers Strategic Solutions LLC under contract to CMS (Contract Number: 75FCMC18D0035, Task Order 75FCMC19F0001), an agency of the U.S. Department of Health & Human Services. The contents presented do not necessarily reflect CMS policy.*

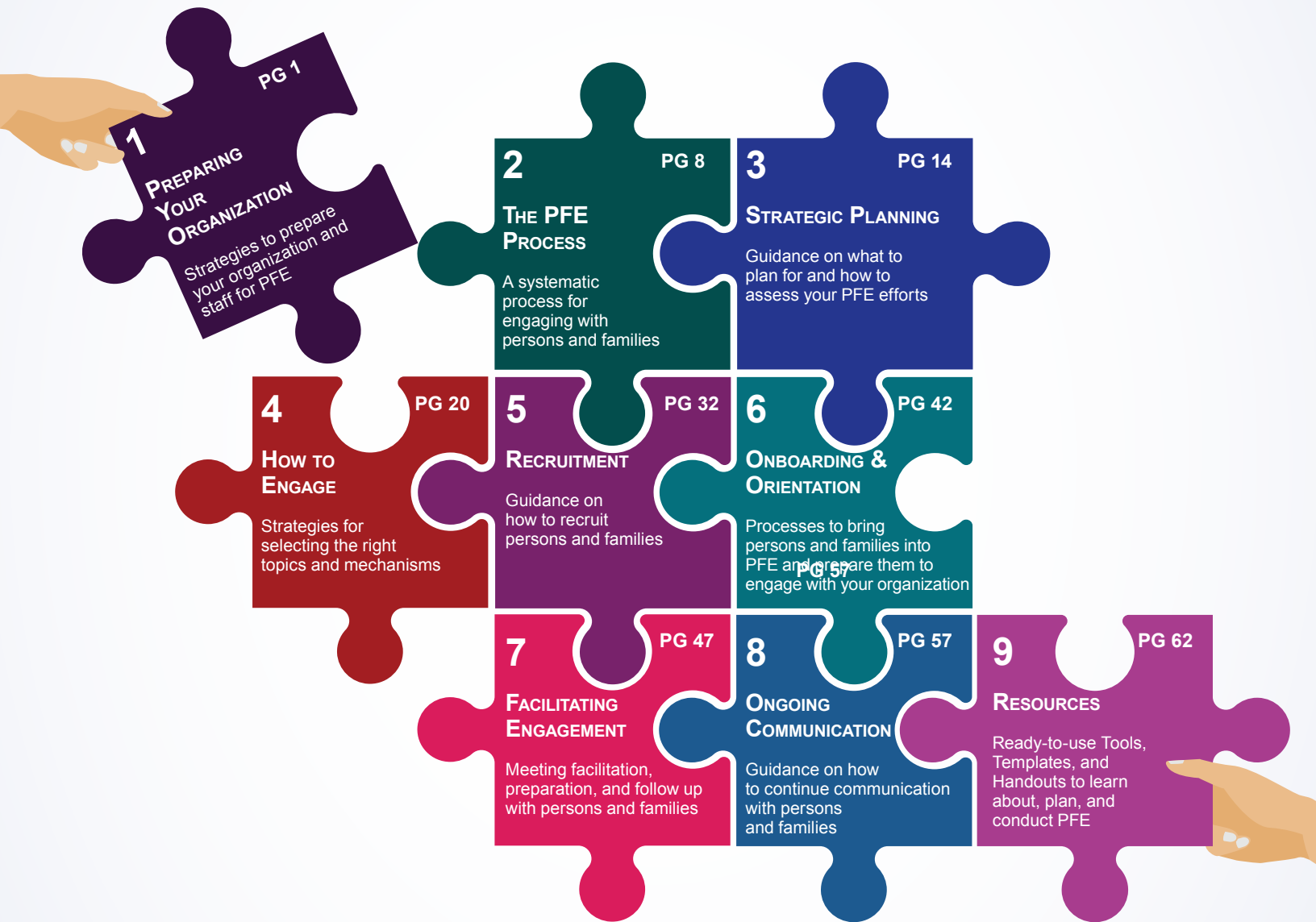
### Acknowledgment:

*Yale New Haven Health Services Corporation-Center for Outcomes Research and Evaluation created the original version of this Toolkit. Upon award of the contract, Rainmakers Strategic Solutions LLC assumed responsibility for annual updates, and in 2019 and 2020 revised the document.*





# PFE Toolkit Contents





## SECTION 1: PREPARING YOUR ORGANIZATION

PFE Partners bring unique perspectives to measure development and implementation. These perspectives are essential to ensuring delivery of measures that are high priority and useful to the public. PFE Partners' inputs are also valuable and purposeful. The information may impact how the work is approached or result in a brand-new course of action. Engaging persons and family representatives benefits consumers as it allows them to relay issues that are important and meaningful from their perspective. It also supports identification of information that consumers need to make informed healthcare decisions.

This Section describes key considerations to help prepare your organization for engagement with PFE Partners.

### Topics discussed in this Section include:

- Organizational Culture
- Budget
- CMS Requirements
- The Paperwork Reduction Act (PRA)
- Confidentiality, Conflict of Interest, and Privacy
- CMS PFE Strategy

### Resources:

At the end of this Section there is a preview of a relevant tool and template on this topic. You can also click the links below to access printable versions that are included in [Section 9: Resources](#) of this Toolkit.

- [Paperwork Reduction Act Decision Tree Tool](#)
- [Facilitator Guide for Activities in PFE Training Tool](#)
- [Personal Health Information and Privacy Agreement Template](#)

# Section 1: PREPARING YOUR ORGANIZATION



Person and family engagement is an essential part of developing national health care policy, quality measurement, reporting, and improvement initiatives and new payment models. In many cases, when the health, safety, values, and goals of the individual are considered, health care delivery improves. – **CMS PFE Strategy, 2016, pg.4**

## ORGANIZATIONAL CULTURE

Organizational culture varies widely, but typically represents the values and principles of its members. It drives organizational policy and processes and impacts staff behavior. Organizational culture naturally evolves over time and is influenced by factors such as changes in leadership, the type of work your organization commits to, and integrating new stakeholders into your workflow.

Meaningful engagement with PFE Partners requires a culture in which:

- The expertise, experiences, values, and perspectives of PFE Partners are central components in the measure development process;
- Leadership and staff are open to changing direction or outcomes of projects;
- PFE Partners are included and viewed as team members;
- PFE Partner input is weighed equally to that of other experts;
- There is strong and consistent support from an organization's leadership, thus facilitating the possibility of a successful PFE;
- Leadership articulates a unified vision for PFE and links that vision to the organization's goals;
- Leadership reinforces the broad, positive, impact PFE has on healthcare nationally; and
- Staff acknowledge the challenges and support organizational change.

## BUDGET

The budget required to fully integrate PFE Partners into your measure development processes will vary by organization. There are a number of factors to consider and plan for, as described below.

Factors that influence your budget include staffing, honoraria, training, recruitment, expanded timelines, and a budget ceiling.

### Staffing

Meaningful PFE is relational work and can be time intensive, particularly at the outset, during the learning curve. For example, you will need to develop an organizational PFE strategy, which includes:

- When and with whom you plan to engage;
- How you will oversee PFE activities to ensure best practices are adhered to consistently across your organization;
- How you plan to measure success;
- Modification of existing structures and processes to fully integrate PFE in measure development; and
- Time spent developing relationships with PFE Partners.

# Section 1: PREPARING YOUR ORGANIZATION



## ***Factors That Influence Your Budget***

This strategy requires effort, planning, development of new skills and expertise, and dedicated staff time. Determining the staffing plan to include roles and responsibilities early on is critical to success. Some organizations may hire new staff to support their PFE work while others may assign existing staff. Some will add “PFE staff” to existing measure development teams to focus solely on PFE activities, while others may choose to create a new PFE Team to centralize and support all PFE work across their organization. Regardless of how your organization decides to staff this work, it will be important to account for the additional hours all staff will need to perform the work effectively.

### **Training**

Your organization may need to invest in training for staff and teams to build the skills necessary to ensure effective PFE.

To successfully navigate the integration of PFE Partners into your organization’s established measure development processes, your organization should be prepared to offer staff training on:

- The unique, multidimensional, benefits of incorporating PFE Partners into the process;
- The inherent challenges associated with bringing new stakeholders to the table, and strategies for addressing those challenges;
- Effective meeting facilitation;

- Navigating modifications to longstanding internal processes; and
- Developing project timelines that allow for meaningful engagement with PFE Partners.

It is important to give your staff a strong foundation to build their PFE knowledge and skillsets. An effective way to accomplish this is to develop training activities and materials for your staff. Please see the [Facilitator Guide for Activities in PFE Training Tool](#) to guide your organization’s PFE training.

While some training can be performed in-house, some may require external knowledge and expertise, and should therefore be considered in budget planning.

### **Recruitment**

Identifying, recruiting, orienting, and onboarding PFE Partners to work collaboratively with your teams takes time, patience, and resources. These tasks also require specialized knowledge and experience. Additionally, most organizations do not have established relationships with a network of advocacy groups to support expedited recruitment. As a result, organizations may choose to recruit stakeholders using the following approaches:

- Contract for recruitment services with CMS’ Persons and Family Engagement for Quality Measure Development contractor, [Rainmakers Strategic Solutions, LLC](#)
- Use existing patient networks
- Subcontract with external organizations
- Attempt to recruit PFE Partners on their own

Regardless of the approach your organization selects, it is important to account for these costs in your budget.

### **Expanded Timelines**

Incorporating new processes or stakeholders into an existing workflow inevitably increases the amount of time and resources needed to complete those processes, particularly at the outset. This may result in financial expenditures that should be considered. Effective PFE requires planning to identify

# Section 1: PREPARING YOUR ORGANIZATION

meaningful engagement opportunities, coordinating and scheduling with external parties, and preparing tailored materials accessible for PFE Partners. It is important to reset expectations across all levels of the organization, as measure development timelines will require some modification to accommodate the new PFE work.

## Honoraria

It is important to acknowledge the time and contributions of PFE Partners. They are working with you as volunteers, may have full-time jobs, perhaps caring for family members, or managing illnesses and chronic conditions themselves. Providing PFE Partners financial remuneration, no matter how large or small, is symbolic of your appreciation of their time and energy. The amount provided to PFE Partners depends on several factors including the number of projects, meetings attended, or the length of commitment. It is most appropriate for your organization to establish a uniform honorarium for each PFE Partner for a similar set of work.

## CMS REQUIREMENTS

### MMS Blueprint

CMS developed the [Measures Management System \(MMS\)](#) as a standardized system for measure development and reevaluation. The [MMS Blueprint](#) serves as a measure developer's roadmap, describing best practices, key steps and deliverables for each phase of measure development, templates to use as guides, and other resources to help them through the process. The [MMS Supplemental Material: Person and Family Engagement in Quality Measure Document](#), provides additional information on the PFE strategy. All measure developers are expected to adhere to MMS processes and guidance. The MMS Blueprint is updated regularly to meet the evolving needs of measure developers. Version 16.0, released in September 2020, includes a chapter in Section 2 titled 'Measure Prioritization and Planning,' which highlights the importance of PFE engagement. Section 4, 'Measure Conceptualization,' was updated to reflect how to engage PFE in the measure conceptualization phase. Version 17.0 will be released in 2021.

Reviewing the above-mentioned sections of the MMS Blueprint carefully will ensure your PFE plans align with necessary processes and requirements. Prioritizing collaboration with PFE Partners may require integrating existing processes with new ones, adapting existing processes, or eliminating processes that do not work. Once your organization determines how PFE may impact your timeline and deliverables, share this and seek approval from your CMS COR.

## THE PAPERWORK REDUCTION ACT (PRA)

The PRA is a United States law that requires federal agencies to obtain approval before collecting information from the American public. Its main purpose is to minimize the amount of paperwork the public must fill out on behalf of the federal government. Engaging with PFE Partners will require your organization to recruit, interact with, and solicit input from the public.

### When Does PRA Apply to PFE?

PRA is considered whenever you contact the public to collect data or information in which:

- Data/information collection is federally sponsored;
- Data/information collection includes standardized questions; and
- Ten or more respondents will participate.

Any work paid for with federal dollars is considered "federally sponsored". This includes work performed under contract with federal agencies such as CMS, Agency for Healthcare Research and Quality, or the Food and Drug Administration. This is true whether your organization is a prime or subcontractor, a consultant, or a vendor. Engaging with the public, with funding that the federal government provides, through another group or organization still counts as being federally sponsored.

Any time your organization asks ten or more people the same set of, and standardized, questions, PRA applies. Common examples that may be subject to PRA requirements include:

- Basic surveys or similar quantitative methods;
- Qualitative research or program evaluations; and
- Recruitment.

# Section 1: PREPARING YOUR ORGANIZATION

## PRA Exemption

The Medicare Access and CHIP Reauthorization Act (MACRA) of 2015 provides PRA exemption for measure development and reevaluation. The exemption does not apply to implementation related activities such as Hospital Compare displays. To determine if PRA applies and whether your organization is eligible for exemption, review your PFE plans and the [PRA Decision Tree](#) with your COR and the Office of Strategic Operations and Regulatory Affairs as necessary to categorize the work (development and implementation) and assess how PRA and the exemption may apply. Once exemption eligibility is established, you or your COR may also need to consult with the Office of Management and Budget to confirm exemption. Once approval is received to collect information from the public recruitment can start. This process takes time, so plan ahead.

Additional PRA FAQs can be found [here](#).

## CONFIDENTIALITY, CONFLICT OF INTEREST, AND PRIVACY

It is important to establish expectations regarding confidentiality, conflict of interest (COI), personal health information, and privacy prior to launching PFE work. Doing so protects both your organization's interests and the interests of the PFE Partners with whom you collaborate. For example, it is likely that during collaboration with PFE Partners, they will share personal experiences and intimate health information. Most will only do so in a safe environment, one in which their privacy and confidentiality is explicitly protected. Their personal experiences are typically what has brought PFE Partners to participate in this work, and they will likely want to share their stories. It is your responsibility to protect their privacy and make sure they feel comfortable. One strategy is to create and walk through a [Personal Health Information and Privacy Agreement](#) that both you and the PFE Partner signs.

Additionally, your organization may have contractual and legal requirements stipulating the maintenance of confidentiality of proprietary measure development information and the development of measures without

the influence of any personal or financial conflicts of interest. Your organization may have confidentiality, conflict of interest, and privacy templates on file currently, or may need to work with in-house or outside counsel to develop them for this work.

Some PFE Partners will be unaccustomed to completing these types of documents. Plan to build in adequate time to explain the documents, share why they are important, and respond to any questions.

## CMS PFE STRATEGY

### CMS Person and Family Engagement Strategy

In December 2016, CMS released its [PFE Strategy](#). Designed for a wide variety of stakeholders, CMS developed this strategy to share the Agency's person and family engagement vision and encourage the healthcare community to consider and/or take action to incorporate the principles into their work practices. The PFE Strategy describes CMS's PFE values, foundational principles, and goals. CMS' intra-agency Person and Family Engagement Affinity Group developed the Strategy with input from key stakeholders including patient advocacy groups, associations, providers, and caregivers.

“Person and family engagement goes beyond informed consent. It is about proactive communication and partnered decision-making between healthcare providers and patients, families, and caregivers. It is about building a care relationship that is based on trust and inclusion of individual values and beliefs.” –  
**CMS PFE Strategy, 2016**



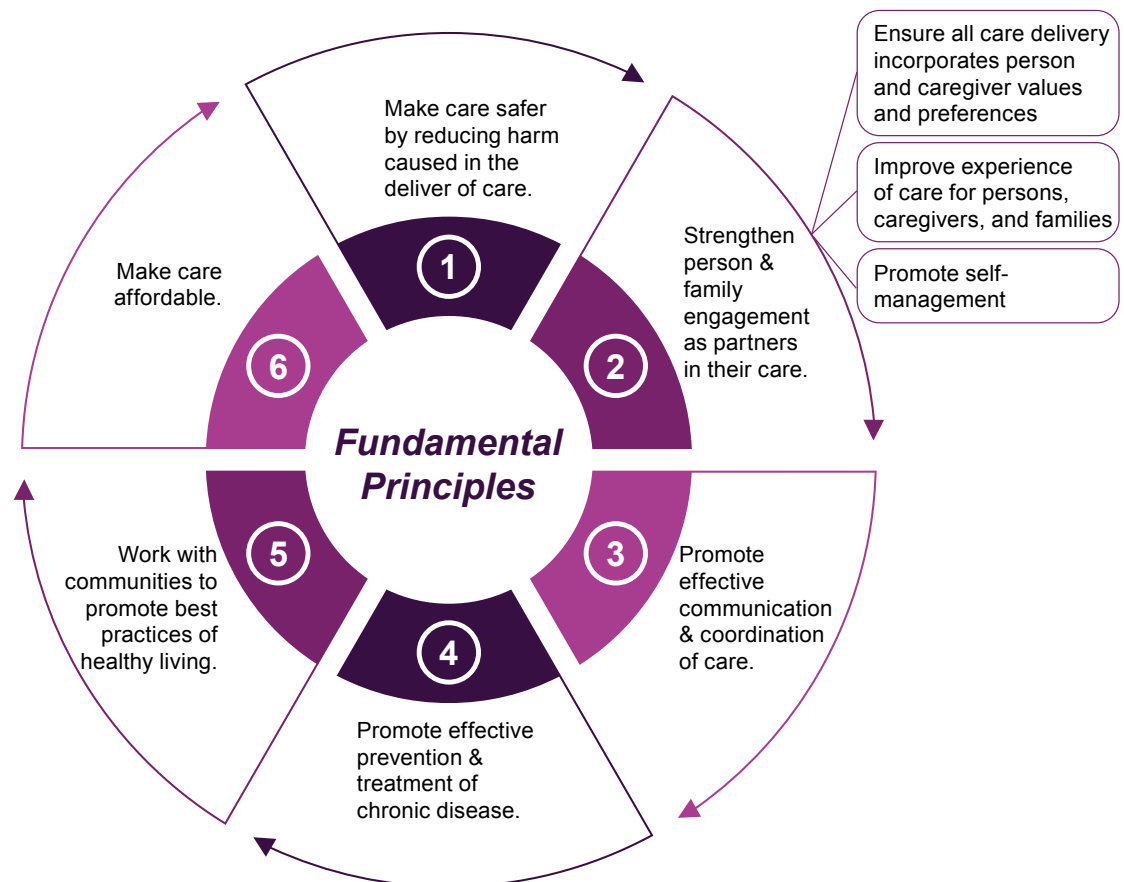
# Section 1: PREPARING YOUR ORGANIZATION

## Fundamental Principles for the Quality Strategy

- Eliminate racial and ethnic disparities
  - Strengthen infrastructure and data systems
  - Enable local innovations
  - Foster learning organizations
1. Make care safer by reducing harm caused in the delivery of care
  2. Strengthen person and family engagement as partners in their care
  3. Promote effective communication and coordination of care
  4. Promote effective prevention and treatment of chronic disease
  5. Work with communities to promote best practices of healthy living
  6. Make care affordable

The PFE Strategy directly aligns with one of the priority focus areas of the CMS Quality Strategy – to strengthen person and family engagement as partners in their care. Specifically, it focuses on ensuring high quality care is delivered to patients in ways that reflect

person and family values and preferences, improving their experiences, and enabling them to actively engage in directing and self-managing their care. The Figure below shows the CMS Quality Strategy.



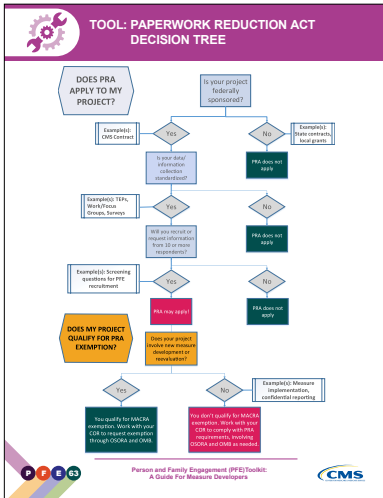
# Section 1: PREPARING YOUR ORGANIZATION

## SECTION 1 TOOLS AND TEMPLATE

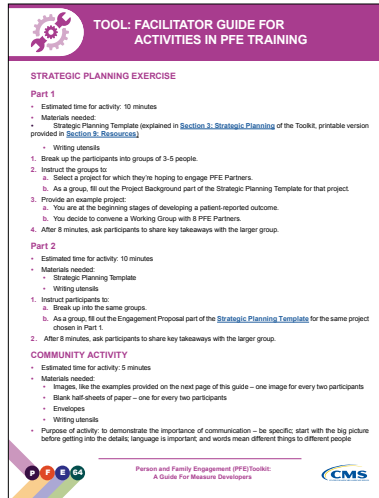
[TOOL: Paperwork Reduction Act Decision Tree](#)

[TOOL: Facilitator Guide to Activities for PFE](#)

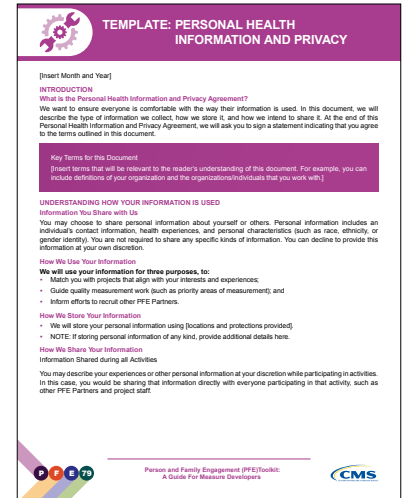
[TEMPLATE: Personal Health Information and Privacy](#)



Paperwork Reduction Act Decision Tree



Facilitator Guide to Activities for PFE



Personal Health Information and Privacy



### SECTION 2: THE PFE PROCESS

The process of measure development is complex and varies across organizations. Whatever an organization's current process, incorporating PFE Partners may change how things are done and may ultimately impact work processes, work outcomes, and the measures developed. Meaningful PFE commands its own process that incorporates well-defined, logical steps that systematically guide an organization through the phases of engagement, and yield quality measures designed with authentic person and family input. Ideally, the PFE process will be incorporated into and become an integral part of the measure development processes. PFE Partners bring a unique type of expertise, one rooted in experience and often tied to emotion.

This Section describes a systematic process for, and benefits of, engaging with PFE Partners.

**Topics discussed in this Section include:**

- How PFE Will Help Your Organization
- Phases of the Process

**Resources:**

At the end of this Section there is a preview of a relevant handout on this topic. You can also click the link below to access a printable version that is included in [Section 9: Resources](#) of this Toolkit.

- [PFE Process Summary Handout](#)

“CMS is at the forefront of the nationwide effort to transform health care delivery to meet the person-centered goals of each individual in creating a health care system that fully engages persons and families in the design, delivery, and evaluation of care. – **CMS PFE Strategy, 2016, pg.3**

PFE Process: Logical step-by-step guide for measure developers to maneuver through planning, recruitment, and engagement with PFE Partners to produce quality measures designed with authentic person and family input.

### HOW PFE WILL HELP YOUR ORGANIZATION

PFE will inevitably introduce changes to the measure development processes that your staff are accustomed. Proactively establishing a systematic PFE process within your organization provides numerous benefits, including the following.

#### Prepared Staff

Establishing a systematic process will help orient staff to PFE in an organized way and provide a road map to follow. This is particularly important for team members who may be new to PFE. Reviewing the PFE process with your staff will also help prepare them for the changes to come while providing the opportunity to reset expectations related to measure development, workflow, and timelines. It will also allow an opportunity to plan for new challenges staff may experience.

#### Shared Vision

Broad organizational support is critical to ensuring successful PFE work. This begins with a shared understanding of what PFE is among an organization's leadership and staff, and their commitment to the PFE Process. When challenges arise or setbacks occur, revisiting the process will assist in assessment of goals and determining the appropriate path forward.

#### Approachable Framework

A systematic process breaks down PFE into discrete phases, each with specific goals. The PFE Process also serves as a framework for staff as they develop or modify their timelines to accommodate PFE components. This approach may make the undertaking feel more manageable.

#### Shared Responsibility

A stepwise process ensures shared accountability across team members. Assigning certain team members responsibility for specific phases of the process (recruitment, prep calls with PFE Partners, etc.) will support each team member's sense of ownership and accountability for the outcome of PFE work.

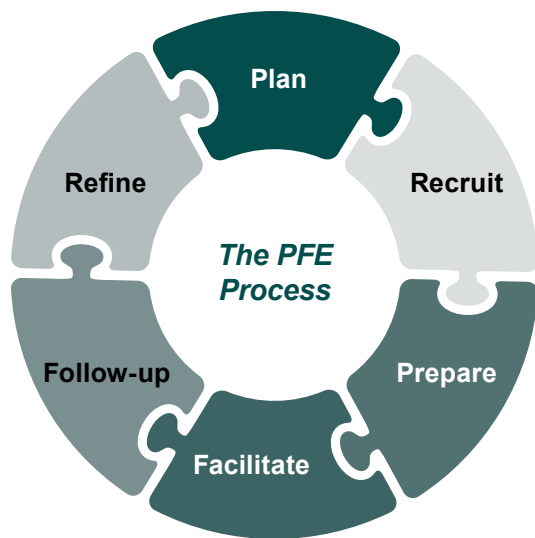
#### Future Organizational Planning

Using a systematic process inherently organizes all PFE work into distinct components that can be tracked for staffing, evaluation, and budgeting purposes.

### THE PHASES

There are six critical phases in the PFE Process: plan, recruit, prepare, facilitate, follow-up, and refine (see the Figure below). Each phase is equally important and plays a critical role in the success of the phases

## Section 2: THE PFE PROCESS

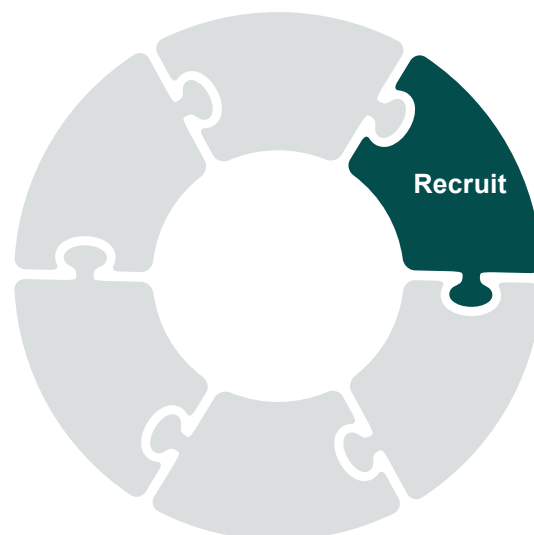
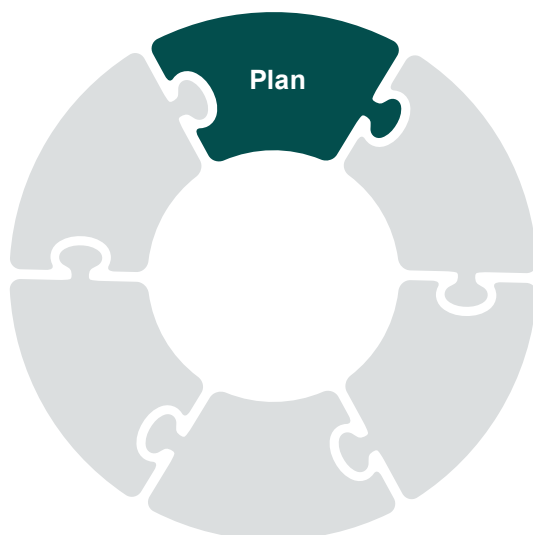


that follow. Though the phases are sequential and described as stepwise, the overall process must remain adaptable. This allows for modifications or improvements based on your teams' experiences moving through each phase. A description of each phase is provided on the following page. Specific information and guidance for each phase is provided in the sections that follow. For more information, please refer to the [PFE Process Summary Handout](#).

**Phase 1: Strategic Planning** (see [Section 3: Strategic Planning](#) and [Section 4: How to Engage](#))

The most critical phase of the PFE Process is strategic

### *The PFE Process Phases 1 and 2*



planning: working with your teams to determine the why, what, how, who, and when of engagement.

Project goals and specific objectives for engaging PFE Partners in the work need to be defined at the outset (the why). The project goals and objectives can then be leveraged to determine where PFE input will be beneficial (the what). These pieces will all help in selection of the appropriate mechanism for engaging with PFE Partners (the how). Where input is needed will naturally dictate the specific characteristics of PFE Partners that will support the goals of the project and who is targeted during recruitment (the who).

Teams are set up to succeed when adequate time and consideration is allocated to this phase. Before moving on to the next phase, take time to allocate resources and conduct staff training on PFE Fundamentals and Process, Strategic Planning, and Recruitment ([Facilitator Guide for Activities in PFE Training Tool](#)).

Lastly, contractual obligations and the overall project timeline will dictate when PFE can be integrated into your projects. For example, are patients needed to join a Technical Expert Panel (TEP) for a specific measure?

**Phase 2: Recruitment** (see [Section 5: Recruitment](#))

Strategic planning will allow you to have a good sense of who you are looking to engage with and how. You will have identified key characteristics of PFE Partners that will be most helpful to your project.

## Section 2: THE PFE PROCESS

For example, you may have decided to target PFE Partners who are family members or caregivers for chronically ill patients, patients with Type 2 Diabetes, familiar with kidney disease, and/or impacted by opioid medication management.

These characteristics will guide you in identifying suitable recruitment strategies and appropriate organizations who will facilitate recruitment. Recruiting PFE Partners that are a good match for both the content area (for example, end of life care) and engagement mechanisms (i.e., surveys, patient only meetings, TEPs), poses unique challenges and can take quite a long time. Be sure to allot adequate time to this phase. It is recommended that the recruitment process starts 45 days in advance of the first activity to allow time for identification, selection, onboarding, orientation, or a candidate drop-out. Additionally, to reduce the likelihood for candidate dropouts, decisions on the inclusion of candidates should be communicated to potential candidates within ten days of their interview.

### **Phase 3: Prepare PFE Partners and Staff (see [Section 6: Onboarding and Orientation](#))**

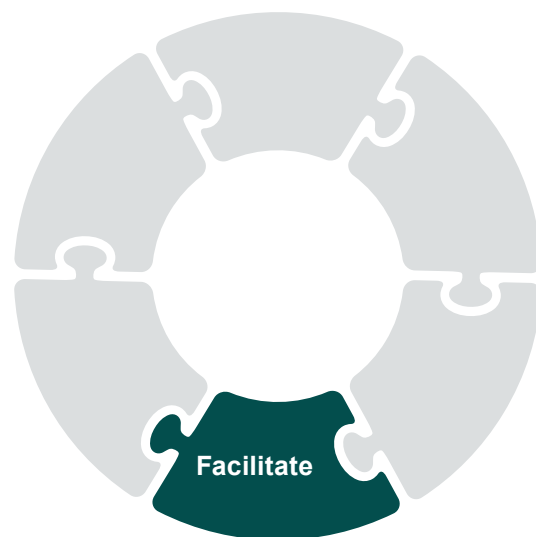
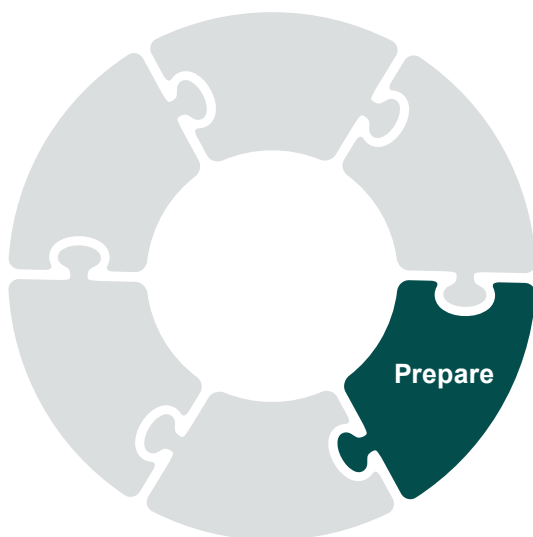
Preparation begins with the basic procedures of onboarding and orientation. The onboarding and orientation processes should be executed in a timely fashion following recruitment efforts. For example,

after interviewing potential candidates, decisions regarding the selection of candidates and invitations to join project teams should be communicated to participants and finalized no less than ten days prior to your team's first scheduled engagement activity.

PFE Partners will be asked to complete contractual, COI, and privacy documentation. Your teams will also meet with PFE Partners to share the organization's vision for PFE and orient them to how they will contribute and the work that is being done. Once onboarding and orientation are complete, your organization will prepare PFE Partners to engage on the specific project (see [Section 6: Onboarding and Orientation](#)).

To adequately prepare PFE Partners, meet with them individually, ideally one to two days prior to the engagement activity. During these prep calls, review the specific objectives of the engagement, discuss the types of questions they may be asked, set clear expectations (such as time commitments), and answer any content-related questions. It is important to also explain how the engagement will go and how feedback will be solicited. Most importantly, reiterate that PFE Partners are experts and bring a critical expertise to measure development. Prepare staff by providing training in effective meeting facilitation using the [Facilitator Guide for Activities in PFE Training Tool](#).

### *The PFE Process Phases 3 and 4*



## Section 2: THE PFE PROCESS

### Phase 4: Facilitate (see [Section 7: Facilitating Engagement](#))

This phase includes planning, facilitating, and following up on the engagement activity itself (e.g., TEP, focus group, working group, interviews). It can also include conducting meetings, designing website displays, collecting feedback on key decisions, generating conceptual frameworks through surveys, and more. While engaging with PFE Partners, be sure to use best practices and be cognizant of opportunities for improvement in processes.

### Phase 5: Follow-Up with PFE Partners (see [Section 8: Ongoing Communication](#))

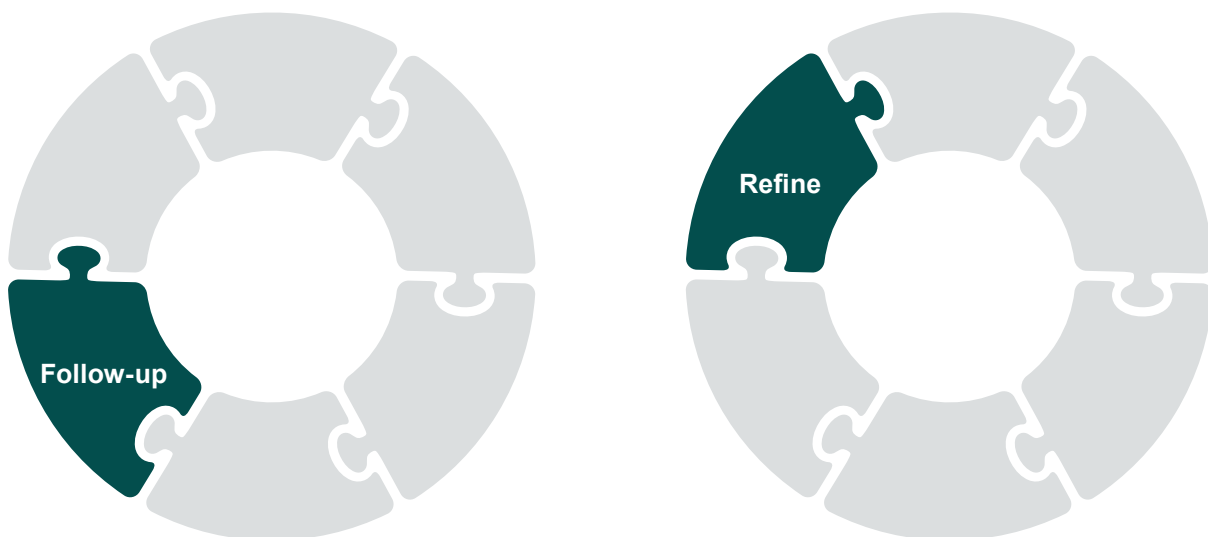
After each engagement activity, it is important to follow-up with PFE Partners by conducting individual debrief calls, ideally within one to two days of the engagement. During these calls, assess their overall experience during the engagement, discuss what went well and what they found difficult, answer any questions, and provide guidance. Depending on the engagement activity and number of participants, some PFE Partners may prefer to not share specific thoughts in real-time or may have developed additional

perspectives since the engagement occurred. The debrief calls provide the opportunity for PFE Partners to share additional feedback or perspective in a more private setting. Online surveys may also be useful tools in gathering feedback from participants.

### Phase 6: Refine Approach

Consistently monitoring your approach to PFE and making improvements in real-time helps ensure the PFE Partners have positive and meaningful experiences. This ensures the input received from PFE Partners is authentic and engagements are rich, productive, and impactful. Some organizations may opt to design standardized metrics of success. These measures are used to solicit anonymous feedback from PFE Partners and help clarify where things are going well and opportunities for improvement. Other organizations may simply compile feedback they hear during PFE Partner debrief calls. Regardless of the mechanism, it is important for your organization to plan for and actively manage rapid, real-time, PFE process improvements and to share lessons learned across all teams engaging with PFE Partners. This will ensure high quality standards of practice at an organizational level.

### *The PFE Process Phases 5 and 6*



## SECTION 2 HANDOUT

### HANDOUT: PFE Process Summary

HANDOUT: PFE PROCESS SUMMARY		
Phase	PFE	Staff/organization
1. Plan	<ul style="list-style-type: none"> <li>Define project goals and PFE topics</li> <li>Determine timeline</li> <li>Select mechanism</li> <li>Define preferred PFE partners</li> <li>perspectives/experiences</li> </ul>	<ul style="list-style-type: none"> <li>Allocate staff and resources</li> <li>Train staff on PFE fundamentals, process, strategic planning, and recruitment</li> </ul>
2. Recruit	<ul style="list-style-type: none"> <li>Recruit PFE partners</li> </ul>	<ul style="list-style-type: none"> <li>Select recruitment strategy</li> </ul>
3. Prepare	<ul style="list-style-type: none"> <li>Conduct orientation and onboarding</li> <li>PFE partner prep calls</li> <li>Prepare and distribute project background materials</li> </ul>	<ul style="list-style-type: none"> <li>Train staff in effective meeting facilitation</li> </ul>
4. Engage	<ul style="list-style-type: none"> <li>Utilize PFE partner input in measure work</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate engagement activities</li> </ul>
5. Follow-up	<ul style="list-style-type: none"> <li>Conduct individual debrief calls</li> <li>Solicit additional measure input</li> </ul>	<ul style="list-style-type: none"> <li>Solicit feedback from staff</li> </ul>
6. Refine approach	<ul style="list-style-type: none"> <li>Solicit and compile PFE partner feedback</li> </ul>	<ul style="list-style-type: none"> <li>Identify successes and opportunities for improvement</li> <li>Modify approach immediately for next engagement</li> <li>Retrain staff as needed</li> </ul>

### PFE Process Summary





### SECTION 3. STRATEGIC PLANNING

This Section provides guidance on each step of the planning process that is key to the engagement effort success. Planning for each step of the process and being familiar with the important technical considerations are important. This section outlines key considerations for incorporating PFE into processes and provides targeted guidance to help plan strategically. Before launching a project with PFE Partners, it is important to know what the goals are, timeline for reaching them, and which stakeholders are needed to reach them.

#### Topics discussed in this Section include:

- Importance of Creating a Strategic Plan
- How to Develop a Strategic Plan
- Completing the Strategic Planning Template
- Scenario-based Example

#### Resources:

At the end of this Section there is a preview of a template and a handout relevant to this topic. You can also click on the links below to access the printable versions that are included in [Section 9: Resources](#) of this Toolkit.

- [Strategic Planning Template](#)
- [Elements of Strategic Planning Handout](#)



CMS continues to remove the barriers that too often limit innovation. We need innovations to make a healthcare system where providers and health plans compete to deliver better care at lower costs. – CMS MMS Blueprint v.16, 2020, pg.13

### IMPORTANCE OF CREATING A STRATEGIC PLAN

A detailed, comprehensive strategic plan is critical to successful engagement with PFE Partners. First, developing the plan prior to starting the work ensures you are making informed decisions regarding project timelines, staffing, other resource needs, and what product you can deliver. Secondly, the plan serves as an important record of what your team and the organization committed to, and when referenced regularly, will help keep you on track toward your PFE goals. Finally, as the project evolves over time you can use the strategic plan to document changes you decide to make to your PFE approach and determine potential timeline or budgetary implications.

### HOW TO DEVELOP A STRATEGIC PLAN

Creating an individual strategic plan for each new measure, concept, or project you are launching is good practice. Each project invariably has unique challenges and nuanced considerations and will require tailored planning. For example, if your organization is developing two new measures and you want to engage with PFE Partners in both projects, you should develop two individual strategic plans. On the other hand, if you are planning to work with one group of PFE Partners to select the outcome, cohort, and risk-adjustment approach of a single measure, you can likely include all those steps within the same strategic plan.

We recommend using a standard template to generate a strategic plan, such as the [Strategic Planning Template](#) we will review here, within 10 business days of initial discussions with your COR to guide your project timeline. It is recommended to review the completed template within ten days to ensure that your team is mapping out processes to guide PFE far enough in

advance to avoid potential delays to all subsequent steps in the PFE Process (i.e., outreach, recruitment, onboarding, engagement). A useful strategic plan will address each of the five critical planning elements – why, what, how, who, and when. It is recommended to continuously update the plan when project scope or timelines change. It is also recommended that revisions to strategic plans are made within 3-5 business days of an identified deviation from the original plan, to quickly adjust recruitment and engagement strategies accordingly. Use the [Elements of Strategic Planning Handout](#) to ensure you identify and incorporate these concepts into your strategic plan.

You will likely need to consult with others in your organization as you complete your strategic plan. For instance, if you hope to recruit ten PFE Partners, you will need to confirm your organization has the time, staff, and other needed resources to recruit and prepare these individuals (see [Section 5: Recruitment](#) for recruitment strategies and guidance). Be sure to begin the planning process early and allow time for consultation and review within your organization. It is optional, but highly recommended, that your team create an internal database or spreadsheet tracker of your recruitment efforts and timelines. Particularly with engagement activities that involve multiple PFE partners, it is essential that you and your team are able to clearly identify any gaps in recruitment needs, potential delays to project timelines, and candidate drop-outs so that you may redirect recruitment efforts accordingly.

### COMPLETING THE STRATEGIC PLANNING TEMPLATE

In this section, we will walk through each step of completing the [Strategic Planning Template](#). We will use a mock case study to provide an example of how you might answer each question.

## Section 3: STRATEGIC PLANNING

### Step 1: Why – Your Project and PFE Goals

Briefly state the overall goal(s) of the project. The goal might be to develop a new measure, refine existing measures, adapt measures to new programs, or develop implementation strategies. Think about why engaging with PFE Partners is critical to the success of this project. Your PFE goals might be to develop a patient-centered measure or ensure patients can understand the language you use to describe the measure outcome, or perhaps you are creating a measure that has sensitivities and challenges relevant to PFE Partners, such as a measure that evaluates hospice care and decision-making. These goals drive everything else. Write them down and reference them regularly.

CASE STUDY EXAMPLE: Our overall goal is to develop a new outcome measure related to diabetes care. I want to make sure the specific outcome we're measuring is something that truly matters to patients. Therefore, our PFE goal is to select the measure outcome together with a group of PFE Partners.

### Step 2: What – The Main Questions or Topic Areas for PFE Collaboration

You might select topics for PFE based on where you are in the development cycle. Are you ready to select a cohort or develop a risk-adjustment methodology? Are you earlier in the process where you're prioritizing what measure to create or selecting an outcome? PFE partners will often surprise you and show you ways they can shape your measurement project that you never imagined. Still, it's a good idea to start with a few clear topic areas where you think PFE Partner input is most critical. Then, be flexible and open to shifting course. A list of initial measurement topics for your consideration is included in the [Engagement](#)

[Topics and Decisions Summary Tool](#). At this stage of the planning process, you do not need to identify the exact questions you will ask PFE Partners or the specific options you will present to them. Instead, you are simply identifying the big picture topics, concepts, or decisions you are planning to collaborate on with your PFE Partners.

CASE STUDY EXAMPLE: I'm going to ask PFE Partners to help my team prioritize and select an outcome for the diabetes measure. My team has several ideas in mind, so we'll present the options to the PFE Partners and use their feedback to make a final decision.

### Step 3: How – The Engagement Mechanism

This Toolkit refers to the way you engage with PFE Partners as the “engagement mechanism,” which could be a Measure Working Group, a concept advisory group, a TEP, a survey, or something else you create. You should select an engagement mechanism that best suits your project and the goals for your engagement, as well as your timeline (see [Section 4: How to Engage, Part 2: Selecting an Engagement Mechanism](#)).

CASE STUDY EXAMPLE: We're fairly early in the development process, and we want to be sure we have the opportunity for in-depth discussions about selecting the outcome for our diabetes measure. I think a PFE Partner-only working group would be the best engagement mechanism.

## Section 3: STRATEGIC PLANNING

### Step 4: Who – What Perspectives, Experiences, or Expertise Do I Want Represented by the PFE Partners?

PFE Partners each have their own unique experiences. You will want to ensure the people you are working with are a good fit for your project and that you have a diverse set of perspectives. For example, you may want to find PFE Partners who are similar to the cohort of your measure or who have experience with your outcome. You'll also want to think about other characteristics such as comfort participating in group settings and availability to participate in the frequency and level of effort for your project (see [Section 5: Recruitment](#)).

CASE STUDY EXAMPLE: We should have some patients who have Type 1 and Type 2 Diabetes on the working group. Because diabetes is a chronic condition, family caregivers who help care for someone with diabetes would also have helpful perspectives. We'll want to hear from people who have other health conditions that impact how they manage their diabetes. We also want to ensure we have a variety of different backgrounds and social characteristics represented.

### Step 5: When – Your Anticipated Timeline

As a measure developer, you likely have contractual obligations to complete measures on a certain timeline or meet key milestones for rulemaking or NQF endorsement. Integrating PFE into measure project timelines can be one of the most challenging aspects of this work. Incorporate meaningful engagement with PFE Partners into your timeline from the beginning. Be sure to allow enough time before you begin engaging PFE Partners, as well as between your engagement activities. It is recommended to build substantial “cushions” into your timeline to allow for delays without shortchanging your time with PFE Partners.

CASE STUDY EXAMPLE: We'll need several months to meet with our PFE Partners to select the outcome. Then it takes my team about a year to finish the measure specifications and complete testing, and we may want to bring our PFE Partners in again at a later phase of development. That means we should start meeting with our PFE Partners in about two to three months. We should start recruiting now!

### The Final Step: A Completed Plan

Now that you have a plan for your engagement, make sure you have commitment from other key members of your project team and organization. Continually update the strategic plan for your engagement throughout the process to ensure that your team accounts for any changes in project scope. You can now begin recruiting (see [Section 5: Recruitment](#)).



### SCENARIO-BASED EXAMPLE

**Your Objective:** Evaluating Preliminary Results or Displays to Assess Measure Usability

**Engagement Strategy:** Evaluating Preliminary Results or Displays

**Mechanism:** Measure Working Group

For the past six months you have been collaborating with a Measure Working Group of five PFE Partners on the development of a new outcome measure assessing complication rates following procedures in ambulatory surgical centers. You bring the preliminary measure results to your Working Group so they can see how the surgical centers would perform on the measure nationally. You show a chart that depicts the numbers of facilities performing worse than average, average, and better than average, and point out that the majority of the facilities fall into the “average” category. You ask PFE Partners if the current version of the measure is useful given these specifications and results. PFE Partners express concern that the measure is not particularly useful to patients attempting to select a facility for their surgery. Because so many facilities are lumped together as average, they would not know how to select among them. Your team discusses the suggestions and takes another look at the statistical models. Unfortunately, you determine that data limitations prevent you from further refining the performance categories. While your engagement with PFE Partners has not substantially improved the usability of the measure because you were unable to immediately address the Measure Working Group’s concerns, you now have patient-selected priorities for measure reevaluation. You can also proactively strive to provide clear, patient-friendly language to publicly describe the measure results knowing that other patients may also have the same concerns as the Measure Working Group.

## SECTION 3 TEMPLATE AND HANDOUT

[TEMPLATE: Strategic Planning Template](#)

[HANDOUT: Elements of Strategic Planning Handout](#)

**TEMPLATE: STRATEGIC PLANNING**

For each engagement, please fill in the following fields:

**Project Background**  
 Overall goal(s) of the project (for example, develop a new measure, refine existing measure, adapt measure to new program, develop implementation strategies):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PFE goal(s)** (for example, develop a patient-centered new measure, ensure patients can understand the language you are using to describe a measure outcome)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Description of current status of measure or project** (for example, beginning measure development, outcome and cohort selected, determining risk adjustment model)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Project next steps** (for example, select cohort, develop conceptual framework)  
 Main questions or topic areas for PFE collaboration:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For each engagement, please fill in the following fields:

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**Strategic Planning  
Template**

**HANDOUT: ELEMENTS OF STRATEGIC PLANNING**

**WHY & WHAT**

- Goals of the measure under development or reevaluation
- Current status of the project and next steps
- Goals for engaging with persons & families
- Main questions or topic areas for person & family

**HOW**

- Mechanism(s) for the engagement (TEP, Working Group, Survey)

**WHO**

- Number of Participants
- Preferred demographics
- Key experiences, expertise, and characteristics

**WHEN**

- Anticipated timeline for the measure and the engagement
- Number and duration of meetings
- Frequency and timing of surveys or other outreach

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**Elements of Strategic  
Planning Handout**



### SECTION 4. HOW TO ENGAGE

This section provides recommendations for selecting topics suitable for engagement, mechanisms for engaging with PFE Partners on these topics, and strategies for handling highly technical topics. Measure development is complex and needs substantial and varied input from experts. Like many other stakeholders engaged with measure development, PFE Partners bring unique perspectives. PFE Partners use their requisite expertise to collaborate with teams to set goals, prioritize activities, and make decisions. Engaging PFE Partners will support building high-quality, patient-centered measures.

#### Topics discussed in this Section include:

- Selecting Topics
- Selecting an Engagement Mechanism
- Matching PFE Partners to Engagement Mechanisms and Projects
- Strategies for Discussing Quality Measures with PFE Partners
- Scenario-based Example

#### Resources:

At the end of this Section there is a preview of tools relevant to this topic. You can also click the links below to access printable versions that are included in [Section 9: Resources](#) of this Toolkit.

- [Engagement Topics and Decisions Summary Tool](#)
- [Choosing Your Engagement Mechanism Tool](#)

“PFE helps measure developers and CMS produce easily understood, high-quality measures, relevant and useful to consumers. The involvement of persons and families helps CMS develop messaging that resonates with and reflects healthcare quality issues that are important to the public. – **CMS MMS Blueprint v. 16 Streamlined, 2020, pg.28**

## SELECTING TOPICS

Deciding which topics or questions to bring to your PFE Partners for each engagement can be challenging. Your time with PFE Partners may be limited, or you may be concerned about discussing highly technical topics. Selecting topics to engage PFE Partners is easier when approached in a systematic manner, as described below. For more details, see the [Engagement Topics and Decisions Summary Tool](#).

### Step 1: Go Back to Basics

Meaningful engagement means collaborating in ways that impact the measure you are developing. You are engaging with PFE Partners because they bring an expertise you do not have and will make your measure better. It is important to remind your PFE Partners of this regularly.

### Step 2: Revisit Your Goals

Revisit your Strategic Plan often (see [Section 3: Strategic Planning](#)) to review your project goals and specific engagement objectives. Focus on topics that will help you achieve these targets and deprioritize others. You can always come back to them later.

### Step 3: Use Selection Criteria

After successfully narrowing down the potential topics which help achieve project and PFE goals and capitalize on the expertise of your PFE Partners, use the three criteria described below to select the topics.





## SELECTING AN ENGAGEMENT MECHANISM

Selecting an engagement mechanism is as much an art as it is a science. Depending on the project, its phase of development, and other factors, different engagement mechanisms will satisfy your project and PFE goals. Consider your range of options to understand the strength of each mechanism. It is common to engage PFE partners through more than one mechanism for a single project. Below is a list of different engagement mechanisms commonly used by measure developers.

For more details, see the [Choosing Your Engagement Mechanism Tool](#).

### Technical Expert Panel

A TEP is a group of multi-stakeholder experts (i.e., clinician, scientist in specialized area, measure implementers) who participate in a set of meetings (typically conference calls) to weigh in on key measure decisions, often required by the [MMS Blueprint](#).

Characteristics/Guidelines for a TEP

- Recommended number of PFE Partners: three which can vary depending on the nature of the TEP and the specific goals of the MDC
- Used for integrating PFE Partners into existing measure development activities
- Multiple meetings
- Discussion-focused
- Consists of PFE Partners and Multi-Stakeholder Experts (i.e., clinicians, scientists, or vendors)

### Measure Working Group

A Measure Working Group is a group of PFE Partners who meet regularly with measure developers to make recommendations for key measure decisions, identify issues relevant to persons and families, plan for TEPs, and prioritize development activities.

Characteristics/Guidelines for a Measure Working Group

- Recommended number of PFE Partners: four to eight and can vary depending on the project

- Used for providing input early in the measure development process
- PFE Partner participation only
- Multiple meetings
- Discussion-focused

### Concept Advisory Group

A Concept Advisory Group is a group of PFE Partners who meet with measure developers to develop, refine, or prioritize conceptual frameworks or measure concepts for one or more measures.

Characteristics/Guidelines for a Concept Advisory Group

- Recommended number of PFE Partners engaged: four to eight
- Used for providing input early in the measure development process
- PFE Partner participation only
- Multiple meetings
- Discussion-focused

### Communication Workshop

A communication workshop is a PFE Partner-only meeting focused on acquiring immediate reactions and specific edits to language, displays, or measure framing.

Characteristics/Guidelines for a Communication Workshop

- Recommended number of PFE Partners: four to six
- Used for rapid input
- PFE Partner participation limited to one or two meetings

### Interview

An interview is a focused discussion with an individual PFE Partner or small group of PFE Partners.

Characteristics/Guidelines for an Interview

- Recommended number of PFE Partners: one to three per interview
- Used for specific input on a PFE subject area

# Section 4: HOW TO ENGAGE

## Survey

A survey can be online, email, paper, or phone to elicit real time input or feedback from PFE Partners on broad concepts, prioritize or rank options, or conduct a rapid vote on a key measure decision. Since these tools collect information from the American public, adherence to the PRA needs to be considered.

Characteristics/Guidelines for a survey

- Recommended number of PFE Partners: unlimited
- Used for providing input early in the measure development process
- Engagement of a large number of PFE Partners
- Rapid input generation
- Structured/quantitative feedback

## Town Hall

A Town Hall is a one-time conference call or webinar between the measure developer and a large group of PFE Partners to gain broad insight into a key measure decision.

Characteristics/Guidelines for a Town Hall

- Recommended number of PFE Partners: 10-25
- Engagement of many PFE Partners
- Rapid input generation
- Discussion-focused

## Public Opportunities

Public opportunities offer PFE Partners the opportunity to provide their feedback during public comment periods for new measure development or rulemaking. They can provide their feedback on aspects of measure development, or on use of a measure in CMS programs. This type of activity can supplement direct PFE on a measure project. PFE Partners may not know when, or how, to learn about public opportunities, so you may need to inform them, or you can partner with advocacy groups known to the PFE Partners for awareness. It may also be helpful to provide PFE Partners a summary of the rule, issue, or policy for which they are being encouraged to review.

Characteristics/Guidelines for Public Opportunities

- Recommended number of PFE Partners: unlimited
- Engagement with a large number of PFE Partners
- Integration of PFE Partners into existing measure development activities
- PFE engagement through all phases of measure development

## Focus Groups

Focus groups are facilitated discussions among a group of selected individuals to identify perceptions about a particular topic. These groups may be held in-person, online via webinar, or conference call. Webinars tend to be the most successful for engagement, as patients may also submit input via chat box functions to avoid concerns of speaking out in large groups.

Characteristics/Guidelines for Focus Groups

- Recommended number of PFE Partners: approximately 25
- Integration of PFE Partners into a targeted topic with specific input requests (i.e., priority rankings, experiences with a particular procedure)
- Flexible around time commitments (i.e., ranges from one hour to a full day)
- PFE engagement throughout all phases of measure development

These mechanisms are just a starting point. Be creative and work with PFE Partners in ongoing ways to determine how to adapt these mechanisms, or create new ones, to achieve your engagement goals, and ensure a meaningful experience for PFE Partners.

You are encouraged to be creative and to work with PFE Partners in ongoing ways to determine how to adapt these mechanisms, or create new ones to achieve your engagement goals, and ensure a meaningful experience for your PFE Partners.

### MATCHING PFE PARTNERS TO ENGAGEMENT MECHANISMS AND PROJECTS

Now that you have selected an engagement mechanism, you need to decide on an appropriate mix of PFE Partners with whom to collaborate. Your goals should be to ensure that:

1. PFE Partners have a positive experience with your organization and are able to make an impactful contribution to your work;
2. Your organization receives the support it needs to make high-quality, patient-centered measures; and
3. Individual project topic or content, and mechanism, align with a PFE Partner's characteristics.

#### PFE Partner Characteristics

You may want to engage with individuals who have experience with a specific medical condition or procedure that matches the focus of your measure. Note that individuals with related conditions or experiences may also have important perspectives to share and may help you think more broadly about the measure cohort or outcome. For instance, a PFE Partner with experience with multiple chronic conditions or frequent hospital stays may be able to contribute to any number of measures even if he/she has not experienced the specific outcome being measured. Additionally, some PFE Partners have special causes on which they want to focus their engagement, and others may want to use their skills in Plain Language, graphic design, or public speaking.

Many PFE Partners have significant, possibly negative, healthcare experiences or cared for someone who has. Your team will want to be sensitive to their experiences. Your team should be aware that some topics are sensitive and consider establishing

boundaries that make sure that PFE partners are comfortable. You may need to consider how much time has lapsed since these individuals have experienced their hospitalization, other medical event, or loss of a loved one prior to engaging, and ensure they are comfortable participating. Be sure to ask if they are comfortable discussing sensitive topics that are relevant to your project, such as end-of-life decision making, hospice care, or medical errors. Also consider having a team member check-in with the PFE Partner periodically to ensure that they are comfortable throughout the process.

Some potential PFE Partners have worked in healthcare in addition to their experience as a patient, family caregiver, or advocate. These professional backgrounds may affect their experience navigating the healthcare system or their perceptions of their care. With this experience, they may have a greater understanding of their condition or procedure, as well as their healthcare provider policies and practices. Therefore, you may choose to limit your recruitment of these individuals or be selective about which projects they join.

#### PFE Partner Roles

PFE Partners may not be suitable for every mechanism. For example, mechanisms that involve multi-stakeholder dynamics such as TEPs can sometimes be intimidating for patients or family caregivers unfamiliar with these activities, making representatives from an advocacy organization a better fit. Alternatively, representatives from advocacy organizations may not feel comfortable speaking on behalf of patients or family caregivers in some situations where first-hand experience with a medical event is critical. Overall, you will likely want to engage with a group of PFE Partners who represent a variety of roles to ensure you obtain diverse perspectives. PFE Partner roles and recruiting are discussed further in [Section 5: Recruitment](#).

## Section 4: HOW TO ENGAGE

The Table below describes the PFE Partner roles, mechanism fit, and additional considerations when matching roles and mechanisms.

PFE Partner Roles	Mechanism Fit	Additional Considerations
<p><b>Patient</b></p> <p>Individuals who interact with the healthcare system on a regular basis and who are living with or managing one or more health conditions</p>	<p><b>Best Fit:</b> Group, Concept Advisory Group, Communication Workshop, Survey, Interview, Town Hall</p> <p><b>Conditional Fit:</b> TEP Based on specific PFE Partner characteristics:</p> <ul style="list-style-type: none"> <li>• Multi-stakeholder experience</li> <li>• Outgoing</li> <li>• Being comfortable speaking up in group settings</li> </ul>	<p>End-of-life conditions, adequate time since medical events, healthcare-related employment</p>
<p><b>Family Caregiver</b></p> <p>Individuals who interact with the healthcare system on a regular basis (currently or in the past) to provide support and assist a family member, friend or loved one in managing their health and healthcare</p>		<p>End-of-life conditions, adequate time since medical events, age and relationship of person cared for healthcare-related employment</p>
<p><b>Consumer</b></p> <p>Individuals who have experience with the healthcare system but may not be currently living with or managing a health condition</p>		<p>Healthcare-related employment</p>
<p><b>Advocate</b></p> <p>Individuals who work at nonprofit, mission-oriented organizations that represent a specific constituency of consumers or patients</p>	<p><b>Best Fit:</b> TEP, Measure Working Group, Concept Advisory Group, Communication Workshop, Town Hall <b>Conditional Fit:</b> Survey, Interview</p>	<p>Perspectives of constituent group versus personal experience</p>

## STRATEGIES FOR DISCUSSING QUALITY MEASURES WITH PFE PARTNERS

Each project, technical measurement topic, and group of PFE Partners is unique. You will need to employ creative and tailored strategies to engage persons and families in the technical aspects of quality measurement.

The approach used will depend on many factors, such as the PFE Partners themselves and your engagement mechanism, as well as the topic, question, or decision discussed. For more sample topics, see the [Engagement Topics and Decisions Summary Tool](#).

We recommend three broad strategies you can use to plan for highly technical discussions: 1) generating ideas, 2) weighing options, and 3) evaluating preliminary results or displays. These strategies are meant to generate a starting point from which you can craft an approach to your engagement to obtain the PFE Partner input you are looking for. Several scenario-based examples that show how you can implement and tailor these techniques for various technical measurement topics are presented after the strategy overviews.

### Enhance all strategies with these facilitation best practices.

- Define new vocabulary prior to technical discussions
- Illustrate contrasting options or new concepts using concrete examples
- Use visual aids to accommodate PFE Partners' diverse learning styles and preferences

### Strategy 1: Generating Ideas

**Definition:** Use open-ended questions or prompts to solicit a wide range of PFE Partner ideas and feedback to your measure development team.

**When to use:** Use this strategy when you have a general measurement topic or approach in mind but are open to feedback and anticipate debate, further investigation or analysis, and synthesis of information before making decisions.

### Example:

Your team is developing one or more measures looking at several elective surgical procedures. You originally planned to use complication rates as the measure outcome. However, an initial survey of PFE Partners has informed you that a broader outcome, as opposed to only complications, is more meaningful to patients. A finding like this should generate further PFE Partner input to define the outcome. This situation calls for using “Generating Ideas” strategy with a Concept Advisory Group of six patients and family caregivers to determine the specific outcome you should measure.

#### A Typical Surgical Patient and Their Care

- 70+ years of age
- Managing multiple chronic conditions
- Stayed in the hospital two to three days following the procedure
- Required follow-up care at a rehabilitation facility or skilled nursing facility

#### Existing Outcome Measures for Surgical Procedures

- Readmission rates
- Mortality rates
- Complication rates
- Consider other outcomes that could be measured

In the first meeting of the Concept Advisory Group, after you conduct introductions and orient your PFE Partners to the goals of your project, you give a basic description of the elective surgical procedures you're considering measuring, typical patients, and what their care looks like.

Next, lead a discussion about selecting the outcome. To give the PFE Partners some context, you explain what outcomes are and what has been measured in the past. You should think of ways to discuss the measure that make it understandable and relatable to PFE Partners. For example, ask your PFE Partners how

## Section 4: HOW TO ENGAGE

the measure applies to their own personal experiences and values.

During this discussion PFE Partners may suggest measuring length of time spent in the hospital, length of time in rehabilitation, time using medical devices for continuing treatment, and the effectiveness of the transition from the surgeon and hospital staff to a primary care doctor and rehabilitation medical staff.

Based on this feedback, you decide to conduct further research on the options recommended by PFE Partners to assess the feasibility of effectively measuring those outcomes.

### Strategy 2: Weighing Options

**Definition:** Use when PFE Partners need to select from, rank, or prioritize two or more options you present.

**When to use:** This strategy works well when you have a series of very specific measure decisions to make, such as determining inclusion and exclusion criteria. It can be effective early in measure development when you're still defining the scope of the measure and later, such as when you're developing and testing measure specifications. Before meeting with PFE Partners or conducting a survey, conduct background research or analyses and make some preliminary decisions to narrow down the choices.

#### Example:

Your team has been tasked with developing a new outcome measure for pressure injuries. Identifying which patients should be included in your cohort is a key measure decision. Specifically, your team is trying to determine whether or not to include hospice patients. You have conducted several analyses to evaluate the impact of including or excluding hospice patients in the measure, and there are pros and cons to both approaches. Concurrently, you established a Measure Working Group of seven PFE Partners that have been collaborating on this measure. You bring the results of these preliminary analyses to your Measure Working Group and obtain PFE Partner input on this decision using the Weighing Options Strategy.

To help PFE Partners understand the decisions that need to be made, provide concrete examples whenever appropriate. Real world examples are a great way to illuminate the different scenarios or options PFE Partners are being asked to consider. With the examples, share other information on pros and cons of the inclusion or exclusion of hospice patients for their consideration.

### Strategy 3: Evaluating Preliminary Results or Displays

**Definition:** Use PFE Partners reactions to open-ended or closed-ended questions about preliminary results, outputs, or displays. Results may include testing results, provider performance, or measure scores.

#### Which Measure to Choose?

##### A measure that includes hospice patients

- More inclusive measure, can measure quality of care for hospice patients
- Cohort 10% larger, more hospitals included, risk-adjusted model performs slightly worse
- May be measuring an outcome that does not align with treatment plan and goals

##### A measure that excludes hospice patients

- Less inclusive measure, cannot measure quality of care for hospice patients
- Cohort 10% smaller, 40 small volume hospitals, risk-adjustment models performs slightly better

## Section 4: HOW TO ENGAGE

Descriptions of measure language and displays may include samples of the measure specifications, results, or visual displays of measure scores.

**When to use:** This strategy can often be used later in measure development when you seek PFE Partner feedback or reactions to measure performance results or measure framing, language, or displays. It can be used to ask questions about how PFE Partners may use the results and if they can understand them, or if language and displays highlight the information most important to them.

### Example:

Your team recently completed specifications on a surgical readmission outcome measure. The measure gives an overall surgical readmission score for a given hospital, but also gives scores for three stratification approaches based on the type of surgical procedure. You are excited that this novel approach provides more detailed quality information to hospitals and to patients and try to determine the best way to display the results. You convene a concept advisory group of six PFE Partners to co-create the displays using the Evaluating Preliminary Results/Displays approach.

You explain why you created a stratified measure, the purpose of each result you provide, and what each result tells you about the quality of care of each hospital. You then share an example and several mockup display options to convey the overall score and each of the stratified scores with your PFE Partners.

Several PFE Partners tell you some of the displays are too complex and provide too much detail, making it difficult for them to interpret the hospital scores. They think many patients would prefer to just see the overall score for the hospital as opposed to the overall score plus the stratified scores, even though the stratified scores provide more detailed information. Other PFE Partners argue that the stratified scores help them better understand the quality of the care they are likely to receive. They value the added information so much that they are willing to do the extra work it may take to dig into the details and interpret the complex displays. You work together with your PFE Partners to repeatedly revise and test a series of mockups.

Regardless of which of the three strategies you choose to use, the following open-ended questions can help guide discussion to gain PFE Partner input.

**Example: Hospital A has an overall surgical readmission rate of 10%. The three divisions have individual readmission rates of 1%, 9%, and 17%.**

### Questions for PFE Partners:

1. If you were selecting a hospital to have a surgical procedure, which readmission rate would you use to judge the quality of each hospital: the overall readmission rate for the hospital or one of the individual readmission rates? Why?
2. Are the differences in the readmission rates among the three divisions meaningful to you? How would you interpret them if you only read the numbers?
3. Does the display affect your interpretation of the various readmission rates? Does it increase your understanding of the differences between the various rates?
4. Are any parts of the display confusing?
5. What improvements would you make to the display to better understand or find the information you are looking for?

## Section 4: HOW TO ENGAGE

### Sample Questions

- Which of these measure concepts is highest priority for development?
- Is the measure in its current form useful for patient decision-making about where or how to receive care? Why or why not?
- Does this description of the measure make sense to you? Does it use terms you are familiar with? Does it discuss concepts that are important to you?
- Does this display present the most important information about the measure? Is it easy to understand?
- What would tell us something negative/positive happened to the patient, or that he or she received poor/high quality care?
- When should we be looking for signs of quality?
- What are some key recovery milestones for a patient having a specific procedure?
- What types of follow-up care have a big impact on patients' overall experiences and perceptions of their care? How might a patient feel about needing to unexpectedly receive various types of follow-up care? How might they feel about the frequency of follow-up?





### SCENARIO-BASED EXAMPLE

**Your Objective:** Build conceptual frameworks

**Engagement Strategy:** Generating Ideas

**Mechanism:** Concept Advisory Group

Your team is interested in developing quality measures addressing shared decision-making. You are attempting to develop a conceptual framework for how shared decision-making is conducted in various settings. You want to be sure any future measures in this area are meaningful to patients. You ask for a PFE Partner to help define shared decision-making and develop a conceptual framework for how decisions regarding diagnosis and treatment can be made among individuals on the healthcare team. In this early stage of development, you decide to convene a Concept Advisory Group of five PFE Partners and decide the “Generating Ideas” strategy is the ideal way to begin mapping out a broad, inclusive framework for all the factors that could affect shared decision-making. You walk through topics such as who to include in decision-making, how to include them, and when to include them in various situations such as emergency settings, acute conditions, and managing chronic conditions. The result is a comprehensive conceptual framework co-designed with PFE Partners that represents PFE Partners’ highest priority areas for shared decision-making and numerous areas for future research and measure development work.

## SECTION 4 TOOLS

### TOOL: Engagement Topics and Decisions Summary

### TOOL: Choosing Your Engagement Mechanism

Topic	Description/Examples
Build conceptual frameworks	Co-develop conceptual frameworks for complex, difficult to measure ideas or components such as socio-demographic status or shared decision-making.
Prioritize new measure concepts or topics for future development	Recommend high priorities for future measure development such as specific medical conditions, procedures, or treatments; outcomes of interest; or measure types.
Select measure type	Recommend a measure type for a measure concept that has already been selected. For example, clinic-based, e-measure, or patient-reported outcome measures; individual condition/procedure measures versus facility, wide measures; and single versus composite measures.
Select measure cohort and determine inclusion/exclusion criteria	Define the overall population of patients for the measure and how they will be grouped. If applicable, determine any specific populations or categories of patients that should or should not be included in the cohort (e.g., patients on hospice or those with an elective).
Define measure outcome	Determine what outcome you will measure such as readmission rates, complications, or length of stay in the hospital, if the measure topic (condition, procedure, etc.) has already been selected.
Design or select tools	Co-design, test, or select from existing measurement tools such as surveys and collection instruments.
Select risk adjustment approach	Recommend an approach to risk adjustment by weighing prior and core of various analytic or modeling approaches.
Determine measure scoring methodology	Determine the performance categories that will be reported, how providers' hospitals will be evaluated, or how tools/documents will be scored.
Assess measure usability	Evaluate testing results, performance scores, measure specifications, and/or reporting options to determine if the measure is useful and meaningful to PFE Partners and other populations. For example, PFE Partners may report that a measure at the health system level is not as useful to them as a measure that provides scores for individual hospitals from which they may receive care.
Plan future research or analyses	Identify data or information gaps and recommend assessing availability or feasibility of using new data sources, recommend further analysis of different analytic approaches.
Create or improve measure reporting displays	Allow for measure reporting displays that could include how measure results are displayed in public-facing materials such as on Hospital Compare or other reporting sites, or other resources meant to support the use of the measure.
Create or improve measure descriptive language	Allow for measure descriptive language that could include measure name, measure information in methodology reports, or how the measure is described in public-facing materials such as on Hospital Compare or other reporting sites.

	Technical Expert Panel (TEP)	Measure Working Group	Contract Advisory Group	Communication Workshop	Individual Interview	Survey	Town Hall	Public Opportunities
Multiple meetings	•	•	•	•	•	•	•	•
1-2 meetings	•	•	•	•	•	•	•	•
Open-ended focused	•	•	•	•	•	•	•	•
Early input	•	•	•	•	•	•	•	•
One Partner-only	•	•	•	•	•	•	•	•
Rapid input	•	•	•	•	•	•	•	•
Individual input on a specific subject area or PFE Partner expertise	•	•	•	•	•	•	•	•
Structural quantitative feedback	•	•	•	•	•	•	•	•
Large number of PFE Partners	•	•	•	•	•	•	•	•
Integration of PFE Partners into existing measure development activities	•	•	•	•	•	•	•	•
Assurance of PFE involvement in measure development	•	•	•	•	•	•	•	•

### Engagement Topics and Decisions Summary

### Choosing Your Engagement Mechanism



### SECTION 5: RECRUITMENT

This section offers guidance on how to recruit PFE Partners using three different recruitment options and how to consider recruitment timelines.

The success of PFE efforts is directly correlated to an organization's ability to recruit a diverse selection of PFE Partners for collaboration. Many measure developers describe recruitment as one of the most challenging aspects of PFE. Selecting the appropriate recruitment approach is the first step to finding the right PFE Partners. Working with organizations that have broad advocacy networks or established relationships with persons and families can be a great way to find PFE Partners. Regardless of the approach, there are many individuals who are passionate about improving the quality of healthcare.

#### Topics discussed in this Section include:

- PFE Partner Roles
- Options for Identifying and Recruiting PFE Partners
- PFE Recruitment Process and Contacts
- Recruitment Timelines
- Scenario-based Example

#### Resources:

At the end of this Section there is a preview of a relevant tool on this topic. You can also click the link below to access a printable version that is included in [Section 9: Resources](#) of this Toolkit.

- [Sample PFE Partner Recruitment Questions Tool](#)



Patients and families are extremely important stakeholders in the quality measurement enterprise and their input is particularly valuable to CMS. Engaging persons and family representatives benefits consumers by helping to identify issues that are important and meaningful from their perspective. – **CMS MMS Blueprint v.16 Streamlined, 2020, pg.28**

PFE Partners often possess a combination of perspectives and therefore may fit into more than one of these roles. For example, depending on their experiences, a family caregiver can possess attributes similar to those of an advocate. You should discuss the primary role PFE Partners intend to represent in their engagement with you.

### PFE PARTNER ROLES

PFE Partners typically represent four distinct categories of perspectives (see [Section 4: How to Engage](#)) for more information about selecting PFE Partners who represent roles that best fit the appropriate engagement mechanism).

The following four groups offer valuable perspectives.

- **Persons/Patients:** Individuals who interact with the healthcare system on a regular basis and are living with or managing one or more health conditions.
- **Family Caregivers:** Individuals who interact with the healthcare system on a regular basis (currently or in the past) to provide support and assist a family member, friend, or loved one in managing their health and healthcare.
- **Consumers:** Individuals who have experience with the healthcare system but may not be currently living with or managing a health condition.
- **Advocates:** Individuals who work at nonprofit, mission-oriented organizations that represent a specific constituency of consumers or patients. Examples of consumer advocacy organizations include the American Association of Retired Persons (AARP), the Young Women's Christian Association (YWCA), and faith-based organizations.

### OPTIONS FOR IDENTIFYING AND RECRUITING PFE PARTNERS

Recruitment is often one of the most challenging aspects of PFE for measure developers. This PFE Toolkit describes three different recruitment approaches for organizations to consider:

- **Approach A:** Build organizational capacity to identify and recruit persons and families
- **Approach B:** Select an organization to identify and recruit persons and families
- **Approach C:** Draw from an existing network of persons and families

#### Approach A: Build Organizational Capacity

The first recruitment approach is to build your organizational capacity to conduct recruitment yourself. To pursue this route, your organization needs to have existing relationships with groups, organizations, and other entities that have established relationships with persons, family caregivers, consumers, and advocates. Alternatively, you will need staff and resources to build those relationships.

This approach also necessitates staff who can recruit persons and families with the characteristics and experiences that will be of most value to your upcoming projects, and then onboard and orient

those persons and families to ensure their effective engagement. This could entail preparing general background documents, conducting an orientation webinar, or making telephone calls outlining roles and responsibilities. For more information about this initial preparation of PFE Partners, (see [Section 6: Onboarding and Orientation](#)).

Recruiting PFE Partners is a significant undertaking and requires an organized and well-structured recruitment process to ensure identification and ultimately, collaboration with PFE Partners who are best suited for the work.

### Approach B: Partner with an External Organization

Partnering with an external organization that has existing relationships with persons and families, and/or with organizations and entities that work closely with persons, family caregivers, consumers, and advocates is an effective way to conduct recruitment. For example, CMS' Person and Family Engagement Quality Measure Development contractor, Rainmakers Strategic Solutions, LLC and its team members, conduct equitable recruiting for measure developers. It is advisable to partner with an organization that possesses extensive experience and expertise with recruiting, onboarding, and development.

Note that this approach also requires financial resources. You may need to consider building in the costs associated with recruiting, onboarding, and orienting into your contracts with CMS, and then subcontract to an external organization to fulfill those deliverables.

See the PFE Recruitment Process and Contents later in this section for details on how to conduct your own recruitment and potential contacts to get you started.

### Approach C: Draw from an Existing Network

A third recruitment approach involves partnering with an organization that curates an existing network of

patients, family caregivers, consumers, and advocates, and then recruiting PFE Partners from that network. These PFE Partners are interested and capable collaborators and may have received training and support to prepare them to engage with you. Similar to partnering with an external organization, it will be important to include funds in your budget to cover any costs associated with accessing an existing network. While this approach may be less resource-intensive from a staffing perspective than the other options, your organization will still need to train and prepare staff to work effectively with PFE Partners to begin building your own relationships with the PFE Partners you work with. To get started, see the [Facilitator Guide for Activities in PFE Training Tool](#).

## PFE RECRUITMENT PROCESS AND CONTACTS

This section will be most helpful to organizations electing to do their own recruitment of PFE Partners. If you decide to partner with an external organization or draw from an existing network, those organizations may follow a similar approach to the one described below. This section will give you an idea of the steps that go into recruiting PFE Partners. The PFE recruitment process includes three main steps.

1. Defining a “good fit”
2. Reaching out (See the following pages for potential organizations to get started.)
3. Holding conversations with potential PFE Partners

### Recruitment Step 1: Defining a “good fit”

When seeking out potential PFE Partners, you will want to find people who will be a good fit for collaborative and healthcare-focused work. We recommend considering the following characteristics when determining whether to recruit a potential PFE Partner.

#### Highly Recommended

- Familiarity and experience with the healthcare system as a patient or a family caregiver
- Varying healthcare experiences—both positive and negative
- Experience with target conditions or procedures

## Section 5: RECRUITMENT

- Representative of diverse patient populations (i.e., age, gender, race, education, geography)
- Inquisitive and able to provide constructive feedback
- Open-minded with a collaborative approach
- Willing to speak up, ask questions, and share ideas
- Able and interested in volunteering time and energy
- Openness to changing timelines and project goals throughout their participation

### Recommended Depending on Project Goals and Engagement Mechanism

- Experience participating in multi-stakeholder processes and/or Patient and Family Advisory Councils
- Understanding of quality measures or experience with measure development
- Experience with healthcare writing, journalism, graphic design
- Technical skills necessary for virtual activities (i.e., access to a computer, regularly checks e-mail, reliable access to a telephone)
- Willingness to learn, to reflect a diverse group of persons and family members

While desired PFE Partner characteristics may shift during the project, it is recommended that you identify at least three characteristics to guide your initial recruitment efforts. Characteristics such as demographics, diagnoses, and specific lived experiences may become clearer and more focused closer to the engagement activity. More general personality characteristics, such as comfort speaking in larger groups, openness to shifting timelines, and collaborative attitude should be sought out in the initial stages of recruitment.

**CASE STUDY:** Let's take a deeper dive into the "Who" part of recruitment to think about the perspectives, experiences, or expertise represented by the PFE Partners. We will use the same example below as we use in Section 3: Strategic Planning related to the diabetes measure.

My team has selected a Measure Working Group; therefore, patients, family caregivers, consumers, and advocates can all be a good fit.

- We want to have a mix of Type I and Type II diabetes participants, and we'll want to have several of them be patients managing the disease.
- Since family caregivers can play a key role in managing a chronic condition like diabetes, we'll recruit several family caregivers.
- Since we're having a PFE Partner-only group, we don't need to worry about multi-stakeholder experience.
- We'll also think about representation by women and men, people of different ages, and a variety of social and cultural backgrounds.

# Section 5: RECRUITMENT

## Recruitment Step 2: Reaching Out

The second step in the recruitment process is reaching out to individuals or organizations. This section is divided into nine strategies based on different categories of organizations or PFE Partners you are looking for, as well as general tips. You will likely need to consider a variety of strategies to find the diverse PFE Partners desired for your project. For example, you will likely recruit younger patients from different sources than older patients. If you are seeking patients who have specific conditions, you will need to be more targeted in your outreach. See the [Sample PFE Partner Recruitment Questions Tool](#).

### 1. Person and Family Engagement Network

CMS' Person and Family Engagement Member Network (PFEN) is a growing community of patients, families, advocates, and clinicians who are experienced and prepared to collaborate on TEPs, work groups, and focus groups alongside measure developers. PFEN membership includes:

- Individual advocates (i.e., patients, persons, clinicians, and other stakeholders)
- Disease-Specific Organizations
- Community Based Organizations
- Safety Advocacy Organizations
- Thought leaders

PFEN has a team of subject matter experts, coordinators, and recruiters who have specialized experience in person and family engagement in quality measure development. The PFEN team provides recruitment assistance, consultation on person and family engagement, and assistance with the onboarding and orientation process for TEP, work groups, or focus Groups.

To learn more about PFEN and how it can help meet your PFE needs, please visit [www.pfenetwork.org](http://www.pfenetwork.org).

### 2. Civic and Community-based Organizations

These organizations may have staff interested in collaborating with you in the advocate role. Staff may also refer members from the organization to serve as PFE Partners. These organizations vary

as to whether or not they focus on healthcare issues. However, many of the individuals associated with these organizations have experience serving as volunteers and likely have had experiences with the healthcare system.

Citizen Action. More information available here: <http://www.citact.org>

Kiwanis Club. More information available here: <http://www.kiwanis.org>

League of Women Voters. More information available here: <https://www.lwv.org>

Lion's Club. More information available here: <http://www.lionsclubs.org/en>

National Consumers League. More information available here: <http://www.nclnet.org>

YWCA. More information available here: <http://www.ywca.org>

### 3. Population-specific Organizations

These organizations focus on the well-being of older adults and may be able to identify PFE Partners with Medicare coverage and/or staff who can serve in the advocate role.

AARP. More information available here: <https://www.aarp.org>

Area Agency on Aging. More information available here: <https://www.n4a.org>

National Council on Aging. More information available here: <https://www.ncoa.org>

Also consider local Senior Centers Retirement Communities.

### 4. Organizations That Focus on the Well-being of Diverse Populations and/or Health Equity

They may be able to identify PFE Partners from diverse backgrounds and non-dominant racial or ethnic groups, and/or staff who can serve in an advocate role.

Asian & Pacific Islander American Health Forum. More information available here: <http://www.apiahf.org>

## Section 5: RECRUITMENT

Black Men's Health Project. More information available here: <http://blackmenshealthproject.org>

Black Women's Health Imperative. More information available here: <https://www.bwhi.org>

Colorado Latino Leadership Organization. More information available here: [www.cllaro.org](http://www.cllaro.org)

National Association for the Advancement of Colored People. More information available here: <http://www.naacp.org>

National Alliance for Hispanic Health. More information available here: <https://www.healthyamericas.org>

### 5. Condition-specific Organizations

These organizations may be helpful if you are developing a condition-specific measure. These organizations may be able to identify PFE Partners with specific chronic conditions and/or staff who can serve in an advocate role.

American Heart Association. More information available here: <http://www.heart.org>

American Cancer Society. More information available here: <http://www.cancer.org>

American Diabetes Association. More information available here: <http://www.diabetes.org>

National Health Council. More information available here: <http://www.nationalhealthcouncil.org>

National Breast Cancer Coalition. More information available here: <https://www.stopbreastcancer.org>

Sepsis Alliance. More information available here: <https://www.sepsis.org/>

### 6. Persons and Families with Experience Serving on a Patient and Family Advisory Council or Committee (PFAC)

In recent years, hospitals and ambulatory practices around the country have launched PFACs. The persons and families who participate in PFACs have experience with organized health care initiatives and may be a good fit for measure development work.

The Partnership for Patients (PfP) initiative is a public-private partnership working to improve the

quality, safety, and affordability of healthcare for all Americans. CMS awarded contracts to 16 Hospital Improvement Innovation Networks as a part of the PfP. Hospitals within the Innovation Networks are working to achieve a set of patient and family engagement criteria, one of which is to create a PFAC.

More information available here: <https://partnershipforpatients.cms.gov>

The Comprehensive Primary Care Plus (CPC+) initiative is a national, multi-payer initiative designed to strengthen primary care. CPC+ includes a focus on patient and caregiver engagement and many CPC+ practices have launched PFACs. More information available here: <https://innovation.cms.gov/innovation-models/comprehensive-primary-care-plus>

The Transforming Clinical Practice Initiative (TCPI) was designed to help clinicians achieve large-scale health transformation. TCPI is focused on patient and family engagement and many TCPI practices launched a PFAC. More information is available here: <https://innovation.cms.gov/innovation-models/transforming-clinical-practices>

### 7. Patients with Experience in Research

The following organizations either maintain a network of patients who are engaged in research or are committed to engaging patients in research and may be able to identify potential PFE Partners.

Patients Like Me: <https://www.patientslikeme.com>

Patient-Centered Outcomes Research Institute (PCORI). More information available here: <https://www.pcori.org>

WeGo Health Experts. More information available here: <https://www.wegohealth.com>

### 8. Organizations That Work with Patient Advisors

The following organizations work to promote partnerships between persons and families and other healthcare stakeholders and have developed a network of patient advisors with experience collaborating to improve healthcare.

Institute for Healthcare Improvement. More



# Section 5: RECRUITMENT

information available here: <https://www.ihl.org>

Institute for Patient-and Family-Centered Care. More information available here: <http://www.ipfcc.org/about/>

National Partnership for Women & Families. More information available here: <http://www.nationalpartnership.org>

Patient Partner Innovation Community. More information available here: <https://www.ppiconline.com/>

## 9. Community Health Centers

By law, a majority (at least 51 percent) of members of Community Health Center boards must be individuals who are served by the health center. Current and past board members have multi-stakeholder and healthcare experience and may be good candidates to serve as PFE Partners.

Patient Family Centered Care Partners. More information available here: <https://pfccpartners.com>

HRSA Health Center Program - Bureau of Primary Health Care. More information available here: <https://bphc.hrsa.gov>

### General Outreach Tips

In addition to the outreach strategies above, it is recommended to:

- Contact churches, synagogues, community-based organizations, and other faith-based organizations to engage lay and professional health ministers on staff who may also be able to connect you with congregants who could serve as PFE Partners;
- Place recruitment notices in a variety of print and online publications, including newspapers or community newsletters;
- Outreach to individual consumers or advocates who can recommend peers;
- Send direct notices through e-mail, patient portals, or regular mail to persons and families;
- Outreach to individual healthcare providers, clinicians, and staff at facilities where your organization has relationships;

- Access online patient forums, especially for individuals and caregivers of individuals with chronic conditions or specific relevant conditions;
- Identify and develop relationships with Administrator(s) of these forums;
- Explain purpose and importance of your organization's measure development work to Administrators; and
- Seek Administrator's advice for forum postings.

Successful recruitment of persons and families relies on a relationship-based approach. Acknowledge that organizations you contact often have long-standing and established relationships with their members, constituents, or the people they serve.

### Recruitment Step 3: Holding Conversations with Potential PFE Partners

Once a measure developer identifies a potential PFE Partner, the third step is to conduct a conversation with them to:

- Share an overview of your organization and your measure development work;
- Describe how you would like the potential PFE Partner to engage and the anticipated time commitment required;
- Ask questions to better understand the potential PFE Partner's interests, healthcare experiences, and any conditions or experience they may have that could assist your organization with its measure development work; and
- Answer potential PFE Partners' questions.

The goal of conducting conversations with potential PFE Partners is to determine whether there is a "fit" between your organization's measure development needs and his/her interests and experience. It is not recommended to "interview" potential PFE Partners, but to have a discussion to explore whether there is an alignment of goals and interests.

## Section 5: RECRUITMENT

After this conversation, you will be able to determine whether the potential PFE Partner is a good fit for your project. If so, you can invite them to participate and initiate onboarding. If you determine that the potential PFE Partner is not a good fit, follow up and explain why. You also want to ask them if they are willing to be contacted for future engagement opportunities with your organization when their experiences, interests, or time constraints may better match an upcoming project. Ensure that contact with PFE Partners is held within a reasonable amount of time, preferably no more than 10 business days from initial contact in order to avoid gaps in communication and potential disinterest from Partners. The longer the gap in communication after the discussions, the more likely the Partner is to drop out due to disinterest or conflict.

See the suggested questions to ask PFE Partners in the [Sample PFE Partner Recruitment Questions Tool](#).

Highlight your organization's mission and goal of improving healthcare quality. Be sure to articulate the ways in which collaborating with your organization aligns with the goals of the organizations from which you are recruiting or the interests or concerns of the persons and family you are trying to recruit.

with onboarding are provided within 7-10 business days to avoid long periods of noncommunication and potential partner drop-out;

- Orient the PFE Partners to your organization, measure development, and your project (see [Section 6: Onboarding and Orientation](#) for detailed information on this topic); and
- Support the PFE Partners as they complete necessary documents and paperwork as part of Onboarding (see [Section 6: Onboarding and Orientation](#) for detailed information on this topic).

With the first two recruitment options, it can take six weeks or more from the time you begin the recruitment process (initial outreach) to the time in which a PFE Partner has completed onboarding and orientation and is ready to engage. The third recruitment option may take less time (three to four weeks), but the timeline will depend on your recruitment requirements and the composition of the existing network from which you are drawing PFE Partners. Be sure to incorporate these timelines into your Strategic Plan (see Section 3: Strategic Planning).

### RECRUITMENT TIMELINES

Whichever recruitment option your organization decides to pursue, recruiting PFE Partners is a significant and time-consuming undertaking. When planning your PFE recruitment, you need to build in time to:

- Identify potential PFE Partners with the required skills, interests, and experiences for specific projects;
- Conduct outreach to potential PFE Partners and hold initial conversations;
- Notify PFE partners that are selected in a timely manner. It is recommended that communications regarding partner selection or delays in proceeding

The most successful recruitment processes are those that are ongoing. You may identify PFE Partners that are not the best fit for your current project but would be well-suited to another project. Find ways to recruit well in advance of future engagements and maintain lists of potential contacts you identify along the way.



### SCENARIO-BASED EXAMPLE

**Your Objective:** Select measure cohort and determine inclusion and exclusion criteria

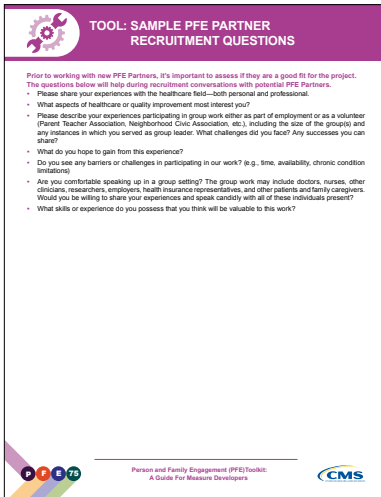
**Engagement Strategy:** Weighing Options

**Mechanism:** Measure Working Group

Your team is developing a measure of length of hospital stay following a surgical procedure. You're trying to establish your cohort inclusion and exclusion criteria. You decide to use the Weighing Options strategy with a Measure Working Group of eight PFE Partners to determine whether a specific subset of patients should be included in the measure cohort. Your team tests the model with and without those patients included. The model without those patients performs slightly better. Your statisticians are comfortable with either approach. PFE Partners feel strongly that the specific subset of patients should be included in the cohort because they represent a key population, and the measure will be significantly less useful to patients if the specific subset is not included. PFE Partners think that the benefits of including them far outweigh the small improvement in performance when excluding them. Your team decides to align the measure with the PFE Partners' recommendations and include the specific subset of patients in the measure cohort. This deference increases the validity and enhances overall rationale for this measure decision when presenting to your TEP or the NQF.

## SECTION 5 TOOL

### TOOL: Sample PFE Partner Recruitment Questions




**TOOL: SAMPLE PFE PARTNER RECRUITMENT QUESTIONS**

Prior to working with new PFE Partners, it's important to assess if they are a good fit for the project. The questions below will help during recruitment conversations with potential PFE Partners.

- Please share your experiences with the healthcare field—both personal and professional.
- What aspects of healthcare or quality improvement most interest you?
- Please describe your experiences participating in group work either as part of employment or as a volunteer (Parent Teacher Association, Neighborhood Civic Association, etc.), including the size of the group(s) and any instances in which you served as group leader. What challenges did you face? Any successes you can share?
- What do you hope to gain from this experience?
- Do you see any barriers or challenges in participating in our work? (e.g., time, availability, chronic condition limitations)
- Are you comfortable speaking up in a group setting? The group work may include doctors, nurses, other clinicians, researchers, employers, health insurance representatives, and other patients and family caregivers. Would you be willing to share your experiences and speak candidly with all of these individuals present?
- What skills or experience do you possess that you think will be valuable to this work?

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers



### Sample PFE Partner Recruitment Questions



### SECTION 6: ONBOARDING & ORIENTATION

Conducting Onboarding and Orientation prior to any engagement ensures PFE Partners have the necessary foundational knowledge to partner with your organization and possess a working understanding of healthcare quality improvement, measure development, and multi-stakeholder engagement best practices.

Preparing PFE Partners for engagement requires more than just diving into a discussion on measure development during the first meeting. Building relationships that require mutual understanding and early preparation are very important. Onboarding and orientation are two key steps that make up the welcome process for PFE Partners in a new collaboration. In these steps, providing background information, reviewing essential processes, completing necessary paperwork, and establishing the responsibilities of everyone involved are addressed. Once onboarding and orientation are complete, PFE Partners will be ready to engage with the measurement team.

#### Topics discussed in this Section include:

- Onboarding
- Orientation
- Scenario-based Example

#### Resources:

At the end of this Section there is a preview of relevant tools and templates on this topic. You can also click the links below to access printable versions that are included in [Section 9: Resources](#) of this Toolkit.

- [Sample “Getting to Know You” Questions and Biographies Tool](#)
- [Sample Email Communication Template](#)
- [PFE Charter Template](#)
- [Orientation Checklist Template](#)

“The focus is on empowering beneficiaries to make decisions about their healthcare based on quality and cost information by moving our quality programs to measure value and to provide consumers access to information in an understandable and actionable way. – **CMS MMS Blueprint v.16 Streamlined, 2020, pg.13**

## ONBOARDING

Onboarding may be your first opportunity to interact with PFE Partners directly if you used other organizations to support your recruitment. It is your chance to make a lasting impression and foster a meaningful relationship. For sample communication strategies that will help foster this new relationship, review the [Sample Email Communication Template](#).

Onboarding often sets the tone for the remainder of your relationship with each PFE Partner. Taking the time to get to know PFE Partners will promote better engagement once your measure project begins. Ensure that you are building in adequate time (i.e., recommended no less than 4 business days) for your Partners to complete the necessary onboarding documentation.

### Onboarding topics to consider include the following:

- Greet PFE Partners with a welcoming email. Use the time to describe your appreciation for their collaboration and the importance of their contributions.
- Provide PFE Partners with an introduction to your organization's mission and vision and how they fit into it.
- Share biographic information of your team and your organization's leadership. Think creatively

about how you are introducing yourself and your team. Go beyond sharing your credentials and explain your passion for improving the quality of healthcare for patients.

- Describe the type of support you will provide PFE Partners as your collaboration progresses.
- Identify a point-of-contact within your organization who can be reached for a variety of issues and who will respond promptly.
- Summarize the goals and scope of the project in which PFE Partners will participate. Keep this high-level; the details will be shared after PFE Partners receive further orientation.
- Obtain signed agreements related to the [Personal Health Information and Privacy Agreement Tool](#).
- Obtain biographical information from each PFE Partner using the [Sample “Getting to Know You” Questions and Biographies Tool](#). Include any necessary COI information, if applicable to your specific activity. In gathering COI information, communicate the purposes of this data collection for participants to ensure they understand why they may be asked to disclose certain details of their employment history.
- Determine the preferred communication channels for each PFE Partner and develop a support plan for any assistance required with technology, materials, or participation.

Tailor your approach to each PFE Partner's unique questions, concerns, and onboarding needs.

# Section 6: ONBOARDING & ORIENTATION

## Roles and Responsibilities

The Onboarding process should also include a discussion of roles and responsibilities, focusing on what PFE Partners should expect and what will be expected of them. One way to guide a conversation with PFE Partners regarding roles and responsibilities is to develop a PFE Charter that details the following.

- The goal of the collaboration
- The kind of project or engagement mechanism the PFE Partner will engage and the length of time the PFE Partner will commit to the collaboration
- Any honorarium the PFE Partner will receive in recognition of their participation
- The PFE Partner's role
- Your role as the measure developer
- What is expected of PFE Partners (i.e., review materials, attend meetings, share their opinions)
- What PFE Partners can expect of the measure developer (i.e., create background materials, facilitate meetings, be open to making measure decisions with PFE Partner input)

Review the Sample Email Communication Template for examples of a welcome email and an email for communicating with PFE Partners. In addition, review the PFE Charter Template.

## ORIENTATION

Offering PFE Partners an Orientation is an important opportunity to 'lay the groundwork' prior to your collaboration. At this point, your team has welcomed PFE Partners, and at this time they will generally understand your project, organization, and roles and responsibilities. They may still have many questions about measure development or what it is like to join an engagement activity. Holding an Orientation meeting will

help ensure any outstanding questions are addressed and will also give PFE Partners a chance to virtually meet one another in a relaxed setting. Using a standard Orientation approach will ensure all PFE Partners come to their engagement with the same basic knowledge and expectations.

## Recommended Orientation Content

- Conduct team introductions, including your team and the PFE Partners
- Set the broader context, and review the "ins and outs" of measure development and healthcare quality
- Provide background on your project, what to expect throughout the process, and next steps
- Build PFE Partner skills in multi-stakeholder engagement by reviewing engagement best practices and defining various stakeholder groups
- Review the Orientation Checklist template for more information

## Recommended Orientation Participants

- PFE staff
- Project team members and team leadership
- Organizational leadership, when possible

Prepare orientation materials using plain language. Following health literacy guidelines, use a variety of adult learning mechanisms, such as a webinar presentation, written documents, and videos. More information on this topic can be found in [Section 6: Onboarding and Orientation](#).



### SCENARIO-BASED EXAMPLE

**Your Objective:** Design or select tools

**Engagement Strategy:** Weighing Options

**Mechanism:** Concept Advisory Group

Your team is very early in the process of developing a patient-reported outcome measure for a specific surgical procedure. You intend to use one or a combination of several patient surveys to assess the measure outcome. A number of these surveys already exist for the procedure of interest, but they were developed for different purposes than the goal of your measure. You decide to convene a Concept Advisory Group of six PFE Partners to select the appropriate survey tools/questions using the Weighing Options strategy. Your team conducts preliminary research to identify all the available surveys and the questions included in each. You present each survey instrument to your PFE Advisory Group and ask them to discuss their perspectives and opinions on the highest and lowest priority survey questions in a series of meetings. You follow up with a survey asking them to select two from the top four choices determined in your meetings. You take these top two choices back to your team and conduct feasibility analyses on using those surveys in your measure. By co-designing a custom survey with PFE Partners, you can be confident that the measure will be useful to patients and resonate with their values and perspectives.



## SECTION 6 TEMPLATES AND TOOL

[TOOL: Sample “Getting to Know You” Questions and Biographies](#)

[TEMPLATE: Sample Email Communication](#)

[TEMPLATE: PFE Charter](#)

[TEMPLATE: Orientation Checklist](#)

**TOOL: SAMPLE “GETTING TO KNOW YOU” QUESTIONS AND BIOGRAPHIES**

It is important to get to know your PFE Partners and establish a strong rapport early on for meaningful engagement for the duration of the measure development project. Measure developers and PFE Partners should take the time to get to know one another for a strong foundation and better engagement throughout the measure development process.

**SAMPLE QUESTIONS TO ASK PFE PARTNERS**

- What has been your experience as a patient, family caregiver, advocate, or consumer?
- What healthcare-related topics are of interest to you?
- Do you have any volunteer or professional experience where you have served on a healthcare-related committee or council before?
- Tell me about your satisfaction with your healthcare. What have you liked, and what could have been done better?

**SAMPLE BIOS**

Provide short bios of your team members as part of the orientation process to get PFE partners comfortable with sharing their experiences. In some cases, it might be helpful to ask PFE partners to write their own personal bios that explain their experiences to share with your team and their peers as part of first-meeting introductions.

**Example – Measure Developer:**

Jane Doe, PhD, MPH, Measure Developer Project Lead, Jane is the project lead and coordinator for the MIPS Patient-Reported Outcome Performance Measure for patient-reported outcomes following cardiac surgery. She manages the planning and execution of the measure as well as overseeing person and family engagement for the project. She received her bachelor's degree in Public Health from the University of Maryland School of Public Health in 2014. Jane specializes in patient advocacy and patient-focused research for individuals undergoing treatment for various chronic diseases.

**Example – PFE Partner:**

John Smith (Advocate): John's interest in the field of patient safety came about as a result of his experience caring for a chronically ill family member who suffered from numerous complications of care due to medical errors. He is particularly interested in patient education and patient engagement. Currently, he serves as the Director of a center for patient safety and as a patient advocacy consultant. In addition, he sits on several patient and family advisory partnership committees.

\*Names and other identifiers have been changed to protect confidentiality.

Person and Family Engagement (PFE) Toolkit: A Guide For Measure Developers

**TEMPLATE: SAMPLE EMAIL COMMUNICATION**

**TEMPLATE 1: FOR ONBOARDING USE RELATED TO PFE CHARTER, PERSONAL HEALTH INFORMATION AND PRIVACY AGREEMENT, AND OTHER DOCUMENTS**

Dear [NAME],

On behalf of [Measure Developer], it is with great pleasure that we welcome you as a PFE Partner. We look forward to our collaboration. Your engagement in our work will ensure that patients have a role in shaping and evaluating the healthcare they receive.

[Reiterate PFE Partner role here]

Due to the sensitive and confidential nature of this work, we ask that you complete and return the attached Personal Health Information and Privacy Agreement and PFE Charter. As soon as we receive these documents, we will begin the Orientation process.

Please do not hesitate to reply to this email with questions. Again, we look forward to our collaboration.

Sincerely,  
[Measure Developer]

**TEMPLATE 2: FOR KICKING OFF THE ORIENTATION PROCESS WITH PARTICIPANT**

Dear [NAME],

Thank you for completing [List documents here for example, Personal Health Information and Privacy Agreement].

[Measure Developer] looks forward to collaborating with you!

Attached to this email you will find a document that will help orient you to healthcare quality, our role in measure development, and your role in our work. Additionally, attached is a slide deck we will review during Orientation. We encourage you to read the document prior to Orientation if your time allows.

Please do not hesitate to reply to this email with questions. Again, we look forward to our collaboration.

Sincerely,  
[Measure Developer]

Person and Family Engagement (PFE) Toolkit: A Guide For Measure Developers

**TOOL: Sample “Getting to Know You” Questions and Biographies**

**TEMPLATE: Sample Email Communication**

**TEMPLATE: PFE CHARTER**

**[Insert Month and Year]**

**Introduction**

What is the Personal Health Information and Privacy Agreement?

As a PFE Partner, we ask you to please review this Charter. The goal of the Charter is to describe:

- Purpose and overview of PFE
- Roles and responsibilities
- Terms of appointment

**Key Terms for this Document**

[Insert terms that will be relevant to the reader's understanding of this document. For example, you can include definitions of your organization and the organizations/individuals that you work with.]

**PURPOSE OF PFE**

The purpose of PFE is to make sure the quality measures we create include the perspectives of patients and their families. PFE Partners provide guidance to us on projects related to improving the quality of healthcare, including:

- Developing quality outcome measures; and
- Updating existing quality outcome measures.

**TERMS OF APPOINTMENT**

PFE Partners will commit to:

- [List any specific terms of the collaboration here]

**ROLES AND RESPONSIBILITIES**

**Network Member Responsibilities**

PFE Partners will have the opportunity to participate in [specify number here] of activities over the course of [specify timeframe here] and we hope you will find many that match your interests and your schedule. However, you get to decide which activities are right for you and you are not required to attend all of them.

These activities may include:

- Sharing stories about your experiences;
- Participating in teleconference meetings;
- Completing surveys;
- Participating in interviews; and
- Making materials friendly for all audiences, including patients.

Person and Family Engagement (PFE) Toolkit: A Guide For Measure Developers

**TEMPLATE: ORIENTATION CHECKLIST**

PFE Partners require a set of Orientation materials to provide them with the background content and knowledge to engage effectively in the measure development process. Below is a Template you can tailor and use during the Orientation process.

**Checklist**

- Introduce your team
- Review what is quality measurement and why it is important
- Review what types of measures your team creates
- Review project background, timeline, and goals
- Define key terms
- Review why your team is interested in Person and Family Engagement

Person and Family Engagement (PFE) Toolkit: A Guide For Measure Developers

**TEMPLATE:  
PFE Charter**

**TEMPLATE:  
Orientation Checklist**



### SECTION 7: FACILITATING ENGAGEMENT

This section provides tips and strategies for successful engagement with your PFE Partners, focusing on mechanisms that involve meetings such as Measure Working Groups or TEPs. However, many of the strategies described can be applied to other engagement mechanisms such as surveys or interviews.

Meeting with PFE Partners is often the most exciting and rewarding part of the engagement process. Forming personal connections, making key decisions, and building patient-centered measures together can be very rewarding. Sharing materials with PFE Partners before and during meetings can provide them with critical background information and effectively guide discussions and decision-making. Focus on highlighting essential content, use an appropriate level of detail, and choose simple, straight-forward language with plenty of examples and visuals to enhance understanding. Practice the four key elements of effective meeting facilitation: open communication, adequate preparation, customized meeting management, and real-time refinements to ensure meetings are productive and positive experiences for you and your PFE Partners.

#### Topics discussed in this Section include:

- Scheduling Meetings with PFE Partners
- Preparing PFE Partners
- Meeting Facilitation
- Meeting Facilitation Troubleshooting
- Following-up with PFE Partners
- Scenario-based Example

#### Resources:

At the end of this Section there is a preview of a tool, templates, and handouts relevant to this topic. You can also click the links below to access printable versions that are included in [Section 9: Resources](#) of this Toolkit.

- [Drafting Meeting Materials Tool](#)
- [Steps Leading Up to Your Engagement Template](#)
- [Script for Meeting Introduction and Wrap Up Template](#)
- [Meeting Facilitation Troubleshooting Handout](#)
- [Effective Meeting Facilitation Handout](#)

# Section 7: FACILITATING ENGAGEMENT



Patients and families are partners in defining, designing, participating in and assessing the care practices and systems that serve them to assure they are respectful of and responsive to individual patient preferences, needs and values. This collaborative engagement allows patient values to guide all clinical decisions and drives genuine transformation in attitudes, behavior and practice. – CMS PFE Strategy, 2016, pg.4

## SCHEDULING MEETINGS WITH PFE PARTNERS

Most PFE Partners have a variety of important obligations such as full-time or part-time work, caregiving responsibilities, or managing an illness. Busy schedules and competing priorities may make meeting and scheduling challenging, but you can employ many strategies to identify times that are convenient. Below are suggestions for scheduling the meeting. For more details, see the [Steps Leading Up to Your Engagement Tool](#).

### Scheduling Meetings with PFE Partners

#### Planning

- Begin scheduling one month prior to your goal engagement

#### Share Meeting Times with PFE Partners

- Use a poll for easy tracking
- Allow PFE Partners at least one week to respond
- Follow up if you do not hear back from PFE Partners

#### Selecting Meeting Time Options

##### Offer PFE Partners:

- At least five meeting times to choose from
- Varying times of day, and days of the week
- Times that do not fit in the normal 9-5 workday (example, meeting start time of 5 PM)

#### Determining the Best Meeting Time

- Select the time where most PFE Partners can join
- Create a plan to engage those who cannot make the meeting
- If no meeting time works well, repeat this process

### Tips and Tricks

**Meeting Duration:** The duration of each meeting should not exceed 90 minutes. Keeping the discussion to one hour is preferable, as longer meetings can be fatiguing. If you have a full agenda, consider hosting several meetings to ensure participants remain energized during the discussion.

- **Time Between Meetings:** If you are hosting numerous meetings, consider the length of time you will need between each one. This timeline will be impacted by contractual deadlines, deadlines for rulemaking or National Quality Forum (NQF) submission; the analyses, research, or deliberation that needs to occur between meetings; and the availability of data or other necessary information. To learn more about communicating with your PFE Partners between meetings see [Section 8: Ongoing Communication](#).
- **In-Person Meetings:** Avoid holding an in-person meeting if not all PFE Partners can participate in person. Keep the meeting format consistent for all participants to avoid any imbalance in perspectives.
- **Dates to Avoid:** Meetings around holidays, school breaks, and summer vacations can be particularly challenging to schedule with PFE Partners. Plan to offer more meeting times and have a plan in place if attendance is low.
- **Technology:** Some PFE Partners may be unfamiliar with online tools that will help you facilitate scheduling. Plan to offer customized support, as needed, such as conducting a dry run for PFE partners to test their connectivity before the actual meeting.
- **Expected and Unexpected Absences:** You may not be able to find a meeting time that is suitable for all

## Section 7: FACILITATING ENGAGEMENT

PFE Partners, in which case you'll need to choose the time that works best for the majority of PFE Partners. You may also have PFE Partners who unexpectedly need to miss a previously scheduled meeting. In these situations, identify alternative ways to engage with the PFE Partners who are unable to attend, such as through individual phone calls or over email. Be sure to share their input with the other members of the group via minutes or an email update.

### PREPARING PFE PARTNERS

Thoroughly preparing PFE Partners is critical to ensuring effective engagement with your teams. PFE Partners first need to establish a foundational understanding of healthcare quality, performance measurement, and measure development, which they should receive during orientation and onboarding (see [Section 6: Onboarding and Orientation](#)). PFE Partners also require a thorough understanding of the specific project or measure they will be working on. Adequate project preparation includes two main components: background materials and prep calls.

**Background Materials:** Prior to engaging PFE Partners on a project that is new to them, you should prepare background materials that will help them understand the subject matter and the goals of the project. It is a best practice to provide background information through a variety of media, such as written documents, webinar slides, videos, and journal articles to educate PFE Partners on the technical, contractual, and any sensitive issues related to the project. This approach is comprehensive and accommodates different learning styles.

Make sure your background materials are succinct and incorporate [plain language standards](#).

It is important to avoid jargon, acronyms, and technical terms when your PFE Partners are learning the project background. Once incorporated into the workflow, PFE Partners will become familiar with the language. If you must use jargon, acronyms, or technical terms in the background materials be sure to define them.

- It is helpful to vet materials before distributing them to PFE Partners to ensure they are accessible

from a health literacy perspective (for example, 6th or 7th grade reading level).

- By distributing background documents at least two weeks prior to kicking-off your collaboration, PFE Partners have time to review the documents before the first meeting. Distribute meeting-related documents at least one week prior to a meeting or other engagement activity. This enables PFE Partners to review the documents and flag questions or matters for discussion prior to preparatory calls.

**Preparatory Calls:** One of the best ways to prepare PFE Partners for engagement is by conducting individual “prep calls” with each PFE Partner prior to each engagement. This is best applied to TEPs, Measure Working Groups, and other ongoing, small group engagement activities.

#### Benefits of Preparatory Calls

- Helps PFE Partners prepare to fully engage before calling into a meeting or other engagement activity
- Offers PFE Partners time for 1:1 discussion of any questions or concerns they have
- Demonstrates that their partnership matters to you and fosters relationship building
- Helps your team effectively run your upcoming engagement activity by explaining confusing topics and prompting discussion on areas PFE Partners raised during their prep calls

#### PFE Partner Possible Questions and Concerns

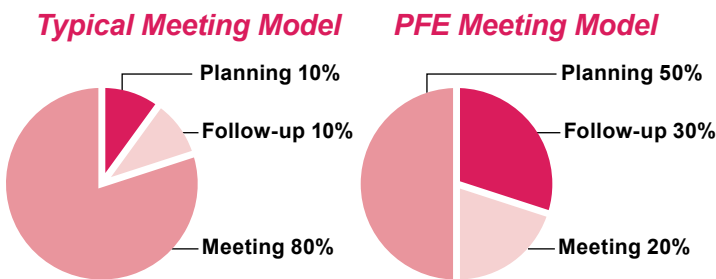
- Logistics of how and when to join the engagement
- Technical content or terms they do not understand
- How their experience or perspective ties into the content and how they can contribute
- If there is anything they would like the project team to know or address prior to or during the engagement

If you do not have the resources to conduct individual phone calls with each PFE Partner prior to each engagement, consider holding group prep calls with multiple PFE Partners. Some PFE Partners may decline to have prep calls before each engagement, especially if the group has met several times already. Continue to offer prep calls each time but let PFE Partners know it is not mandatory to participate.

# Section 7: FACILITATING ENGAGEMENT

## MEETING FACILITATION

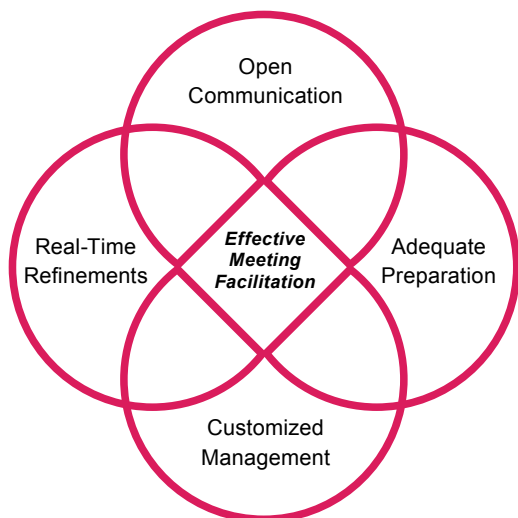
Successfully facilitating meetings with PFE Partners is critical to achieving your PFE goals. Compared to other types of meeting facilitation, when engaging PFE Partners you will need to shift from a “typical meeting model” to a “PFE meeting model” (as depicted in the figure below). The PFE meeting model prioritizes planning, preparation, and follow-up. In contrast, the typical meeting model, such as those meetings within your measure development team or with traditional “technical” stakeholders, often prioritizes the meeting time itself.



Effective facilitation is uniquely important for meetings with persons and families because many PFE Partners:

- Have not engaged in quality measurement and may not be entirely comfortable with the content and terminology;
- Have important insights but may be unaccustomed to articulating them;

### Person & Family Engagement Elements of Effective Meeting Facilitation



- May not have experience interacting in a multi-stakeholder environment; and
- May not have experience interacting with measure developers.

In this section, we describe four key elements of effective meeting facilitation: Open communication, adequate preparation, customized meeting management, and real-time refinements.

#### Element 1. Open Communication

Open communication supports mutual understanding and respect and fosters true partnership.

It is important to treat PFE Partners as team members when communicating with them. Openness is bi-directional. It includes sharing and learning from each other, being open to new ideas, and being courteous and respectful. Communication should be ongoing (See [Section 8: Ongoing Communication](#)). Honesty is a key component of open communication. It is about defining the boundaries of your project, sharing what you are uncertain about, and explaining why you are making certain decisions, all in a way where PFE Partners still feel comfortable openly sharing their ideas.

To build a partnership and get valuable input, it is vital to take the time to teach PFE Partners what you know. Avoid excessive technical jargon early on, while PFE Partners are still learning about the project. Instead, teach them the technical terms that will be used so that they can start to grasp the big picture concepts. Start casually with the big picture, and once PFE Partners grasp those concepts you can drill down into the details of the technical content that you would like to discuss. Continuously teaching and reinforcing their understanding of technical terms and concepts will be helpful. Be sure to routinely communicate with PFE partners in-between meetings to keep an open line of communication. It is recommended that you engage partners within 90 days following an engagement activity or meeting to avoid long gaps in communication.

#### Element 2. Adequate Preparation

Adequate preparation leads to the greatest participation and optimizes meeting productivity.

Thinking critically about all logistics is beneficial. This includes, but is not limited to, when and how

## Section 7: FACILITATING ENGAGEMENT

to schedule meetings, ensuring you have a meeting space with the necessary technology, reserving your meeting space ahead of time to allow time for setup, debriefing with your internal project team, and strategizing an approach to obtain feedback from any PFE Partners who are unable to join the meeting.

### Preparation for Better Engagement

- Prepare all meeting materials using Plain Language based on health literacy guidelines. This includes everything from background handouts to the agenda and slides. CMS's Toolkit for Making Written Material Clear and Effective is a health literacy resource with guidance on how to make written material in printed formats easier for people to read, understand, and use.
- The objectives and discussion items for the meeting should be clearly written on the agenda, along with a list of participants and the dial-in and/or webinar information. Be prepared to address any audio or webinar technology issues that may arise during the meeting and make a backup plan in case a technology issue disrupts the meeting.

Define technical terms. Keep materials short and easy to follow. Avoid repeating content that the PFE Partners have already received. Distribute materials one week prior to the meeting to give PFE Partners time to review. For more details, see the [Drafting Meeting Materials Tool](#). The standard is one week prior to the meeting. This is one of PFE Partners' most commonly requested actions. Build time for unique circumstances such as working with a PFE Partner who requests a hard copy of materials sent by mail. Assign pre-work. You can ask PFE Partners to read the materials packet, think about a certain topic, consider a list of questions, and be ready to share their thoughts. Assign pre-work at least two weeks before the first scheduled activity to allow adequate time for candidates to review, ask questions, and complete tasks.

Whether you are communicating casually or technically, it helps to think about what your words mean to others. Your PFE Partners might live in or come from a different region of the country where the vernacular might be different than your own. Be aware of this potential communication barrier.

Finally, get to know your team. Getting to know your PFE partners will help you develop a working relationship. It makes them more comfortable discussing personal experiences. It also helps you, as a facilitator, to better understand the context of their input. You can learn more about them by reading the biographies or resumes they provide, asking them questions, and sending them your team's biographies with headshots. Refer to the [Sample Getting to Know You" Questions and Biographies Tool](#).

### Element 3. Customized Meeting Management

Customized meeting management drives authentic person and family input.

This element is about what you do during meetings, starting with using a pre-determined meeting format. There are many ways to facilitate a meeting, and it is important to select a format before the meeting. Recommended formats include, but are not limited to:

- **Round Robin:** The facilitator calls on participants one at a time for a response.
- **Modified Round Robin:** This structure builds on a round robin that leads into an open group discussion or is an open group discussion that ends with a Round Robin.
- **Question-Driven:** Participants provide input on specific topics, respond, and discuss with each other.

Your meeting goals and group dynamics will direct which format you choose. The Question-Driven format is one of the most open, free-flowing formats, while a Round Robin provides more structure. Presentation format is not recommended. There are times when you

## Section 7: FACILITATING ENGAGEMENT

need to educate PFE Partners using a presentation format, but this is generally not the purpose of engagement groups. PFE Partners want to share their stories and their input, so you need to use a meeting format that allows for that input. One suggestion is that for each topic solicit patient and family perspectives prior to those of the broader group.

No matter what format you choose, make sure to clearly explain it at the start of the meeting, and assume the PFE Partners have done their pre-work. Set expectations up front, be clear about what is expected from PFE Partners, what PFE Partners can expect from you, and define your constraints. This theme applies to each of the four elements of meeting facilitation but is especially important to clarify at the start of each meeting. Be clear about what you will and will not discuss during the meeting, and what will be discussed in future meetings. Review the decision-making process. If the goal of the meeting is decision-making, explain how and when you will make decisions and how and when you will communicate back to the PFE Partners. Prepare for troubleshooting common challenges and review the [Meeting Facilitation Troubleshooting Handout](#).

Finally, it is important to start and end your meetings effectively. It sets the tone for current and future meetings. To start a meeting, allow for introductions, emphasize achievements to date, and summarize the impact of previous meetings. It is important for PFE Partners to have the opportunity to introduce themselves, share their story, and explain why they are interested in your work. It helps establish them as experts to the rest of the group, allows them to be heard, and reinforces their meaningful contributions. This helps facilitate the discussion, particularly for those who tend to be more reserved. To end a meeting, summarize the feedback you heard during the call, and define how and when you will next communicate with the PFE Partners.

### Element 4. Real-Time Refinements

Real-time refinements to your approach enrich partnerships and support ongoing successful engagement.

You want to ensure the PFE Partners have a good experience and continue working with you. To modify

your approach to facilitating productive meetings, use feedback that is gathered through individual debrief calls with PFE Partners, participant experience surveys, and your observations during the previous engagement meeting. You might end up modifying your meeting format, the way you communicate between meetings, or your decision-making processes – all in real time. Review your approach after each meeting, and assess how the meeting went, what could have gone better, and what can be changed. Doing so not only ensures ongoing success but demonstrates to PFE Partners that their time is valued.

More information about effective meeting facilitation can be found in the [Effective Meeting Facilitation Handout](#) and [Meeting Facilitation Troubleshooting Handout](#). In addition, review the [Script for Meeting Introduction and Wrap Up Template](#).

## MEETING FACILITATION TROUBLESHOOTING

Challenges can still arise even with effective meeting facilitation. Below are four common challenges and helpful techniques to address them. Refer to the [Meeting Facilitation Troubleshooting Handout](#) for an overview of these techniques.

### Scenario 1: A PFE Partner may raise a concern or recommend something that is out of scope or that you cannot address.

- Acknowledge the PFE Partner and the value of their contributions, and then explain why you cannot address the concern.
- Offer a separate one-on-one meeting at a later time to discuss the concern in more detail if the concern is significant or the PFE Partner seems dissatisfied with the response.
- Remind all participants of the scope and key technical aspects without singling out any one individual if a PFE partner is struggling with technical content or purpose of the project, and follow-up with the individual PFE Partner after the meeting, if needed.
- Remind the entire group of the purpose of the discussion and any substantial limitations in scope.

# Section 7: FACILITATING ENGAGEMENT

## Scenario 2: A PFE Partner does not speak up.

- Remind everyone at the start of each meeting that you are seeking input from all PFE Partners, and that everyone brings valuable expertise and perspectives.
- Consider using structured approach, such as a round robin, where PFE partners have a specific time to speak during the meeting.
- Identify a PFE Partner who contributes substantially less than others.
  - Pause the discussion and ask if anyone who has not contributed on the topic has additional input.
  - Keep the prompt general, and do not call out individuals by name.
  - Provide PFE Partners with more targeted questions prior to subsequent meetings so that they have time to prepare a response ahead of time.
  - Reinforce the PFE Partner's value to the project through email or a one-on-one call outside of group meetings to ensure he/she feels his/her perspective is important and to instill confidence and more active participation.

## Scenario 3: A PFE Partner dominates the discussion during a meeting.

- Remind everyone at the start of each meeting that you are seeking input from all PFE Partners.
- Thank the PFE Partner for his/her contributions to the discussion.
- Ask for contributions from those who have not had a chance to participate without calling on individuals by name, and specifically ask about similar or alternative perspectives to share.
- Consider using a round robin meeting format to ensure that everyone has an opportunity to speak.
- Set time limits (for example, two minutes) for responses at the start of the meeting or immediately before asking each question.

## Scenario 4: A PFE Partners disagrees with another participant.

- Acknowledge the PFE Partner's points and the disagreement.
- Express appreciation for the diverse opinions, remind everyone that you value all perspectives, and reiterate diversity in opinions leads to a better measure.
- Explicitly state that you hear multiple opinions or a disagreement on an important topic and consider asking follow-up questions and prompting discussion to fully understand the conflicting opinions.
- Explain why a certain decision was made when the team decides how to move forward with that choice.
- Share with PFE Partners if, how, and when you intend to further investigate alternative approaches.

## FOLLOWING-UP WITH PFE PARTNERS

Just as it is a best practice to prepare PFE Partners for engagement, it is equally important to check in with them after meetings to evaluate and understand their experiences. The best way to check in is to conduct individual debrief calls with each PFE Partner after each engagement. It can be helpful for a neutral individual (i.e., someone other than the engagement facilitator or key project staff) to conduct the debrief calls. This neutral individual should attend all meetings related to the engagement and be familiar with the project. This approach helps PFE Partners feel more comfortable sharing negative feedback or concerns that they may not feel comfortable sharing with the engagement facilitator directly.

### Why take the time to conduct debrief calls for PFE Partners?

- To use PFE Partner input to continue doing things that positively impacted PFE Partners' experiences
- To use PFE Partner input to improve areas that negatively impacted their experiences
- To answer lingering questions or address concerns in real time



## Section 7: FACILITATING ENGAGEMENT

- To demonstrate that their partnership matters to you, and continue building relationships
- To obtain additional measure or project input
- To troubleshoot meeting facilitation challenges together

### Ask about PFE Partners' impressions of the following.

- Were the background materials useful and understandable, and did they receive them far enough in advance?
- Were the prep calls helpful, and were their questions answered before the meetings?
- Did the meeting process and facilitation allow for everyone to weigh in and participate?
- Was the discussion among the group respectful, and did it result in decisions or feedback that was impactful?

### Tips for navigating challenging conversations

- Listen closely
- Thank the PFE Partner for his/her feedback
- Validate feelings
- Be mindful of tone and word choice

### Ask PFE Partners open-ended questions such as:

- Is there anything else you would like to share?
- Is there anything you would change or recommend we do differently next time?
- What was the most useful or effective part of the meeting?

If you do not have the resources to conduct individual phone calls with each PFE Partner after each meeting, consider debriefing via email, online surveys (i.e., Google Forms, SurveyMonkey), a brief survey, or phone calls. Consider providing members with written summaries or minutes and allow members the opportunity to review, approve, and suggest any edits to statements that they made. Further, consider combining your debrief call from meeting one with your prep call for meeting two, thereby reducing the burden of scheduling and conducting multiple calls. The most important thing is to sincerely and openly welcome feedback about PFE Partners' experiences and offer to support them in their engagement with you.

### Debrief Call Logistics

- Thank he/she for participating and ask to schedule a debrief call
- Consider timing (within one week of engagement meeting)
- Plan for a 20-30-minute call
- Be flexible on scheduling
- Use standard templates for each call
- Take notes to share questions or concerns with your project team
- Be an active listener, pay close attention, avoid interrupting
- Rephrase and ask questions



### SCENARIO-BASED EXAMPLE

**Your Objective:** Select data source for a new measure

**Engagement Strategy:** Weighing Options

**Mechanism:** Concept Advisory Group

Your team is planning to develop a new outcome measure. You are considering two options - whether to develop a measure using Medicare claims data or one based on electronic health records, an electronic clinical quality measure (eCQM). You decide to convene a Concept Advisory Group because this mechanism type is often best suited for this early, conceptual decision-making phase. In two meetings, you share a list of pros and cons for each measure type, such as how quickly the measure can be developed, and what burden will be placed on providers in collecting and reporting their data. You also describe how and when CMS could use the measure, how current the results and data distributed to providers will be, and the level of detail of clinical information obtainable from a claims-based measure compared to data from an eCQM. You ask PFE Partners how they would prioritize these and other decision criteria for selecting the measure type. You take their recommendations back to CMS with your organization's proposal for the ideal measure type for this new measure. You feel confident that you now have a PFE Partner perspective to inform this decision to balance or confirm any concerns or recommendations made by more typically included stakeholders, such as providers.

# Section 7: FACILITATING ENGAGEMENT

## SECTION 7 TOOL, TEMPLATES, AND HANDOUTS

[TOOL: Drafting Meeting Materials](#)

[TEMPLATE: Steps Leading Up to Your Engagement](#)

[TEMPLATE: Script for Meeting Introduction and Wrap Up](#)

[HANDOUT: Meeting Facilitation Troubleshooting](#)

[HANDOUT: Effective Meeting Facilitation](#)

**TOOL: DRAFTING MEETING MATERIALS**

**SUGGESTIONS FOR DRAFTING MEETING MATERIALS**

1. Team Introductions
2. Introduce Topic and Ask Questions
3. Review and Recap Overall Engagement Timeline
4. Review Next Steps
5. Include Glossary of Key Terms

**Key Considerations When Drafting Materials**

- How much background information do PFE Partners need to participate in the discussion?
- How many topics will you be able to discuss in your allotted meeting time?
- What format will be most useful? Would handouts, figures, or slides best convey your information?
- If you have a lot of materials, can you focus PFE Partner attention on the highest priority topics and provide the remaining details in an appendix?
- Have you defined key terms and used Plain Language whenever possible?

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**TOOL: Drafting Meeting Materials**

**TEMPLATE: STEPS LEADING UP TO YOUR ENGAGEMENT**

Now that you have identified an engagement need and completed planning and recruitment, how do you successfully navigate the steps leading up to your first meeting?

**Checklist**

**Welcome your newly recruited PFE Partners as soon as recruitment is complete.**

- Send a friendly welcome email, as this will set the tone for your communications with PFE Partners.
- Make sure PFE Partners know the overall engagement plan, including what to expect before, during, and after an engagement.

**Prepare and share background on your project.**

- Keep the background short (1-5 pages) but include relevant information PFE Partners will need to know.
- Send the background at least one week prior to the first engagement, but more time is better.

**Schedule your engagement.**

- Schedule as soon as possible – at least three weeks in advance.
- Offer multiple options, on different days, and at varying times (including evenings).

**Prepare and share your meeting materials (duration: ~two weeks).**

- Share materials at least one week in advance of the engagement; this will give members enough time to review and prepare for the discussion.

**Host preparatory calls.**

- Review meeting logistics and meeting materials and discuss any questions.

**Remind PFE Partners of their engagement.**

- Send an email with call-in information and materials the day of the meeting for easy access.

**Host the engagement!**

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**TEMPLATE: Steps Leading Up to Your Engagement**

**TEMPLATE: SCRIPT FOR MEETING INTRODUCTION AND WRAP UP**

The script below can be used during meeting introductions and wrap ups with PFE Partners. It's important to create PFE Partners to the meeting logistics and format, remind them of the importance of their contributions, and thank them for their contributions. You can tailor this script depending on your unique engagement activity.

**MEETING INTRODUCTION**

**Welcome!**

Hi everyone, and welcome to the [insert meeting type, Measure Working Group, TEP, etc.] for the [development, reevaluation, implementation] of the [insert measure name]. We are very happy to have you all on today's call. This is [insert facilitator name], and I am [insert facilitator role at your organization] here at [insert developer organization]. Ask PFE Partners to introduce themselves, describe their role or perspective, and share what brought them to this work for first meeting.

**Logistics**

Today we are broadcasting a webinar along with the teleconference. The URL for the webinar is in the meeting invite for today as well as on the agenda on [insert page number] of the meeting materials. If you're not able to join the webinar, you can follow along in the PowerPoint slides distributed. During the call, we will be referring to both the slides and the meeting materials PDF (specify type of meeting materials if necessary) that we distributed on [insert date of distribution] and are attached to the meeting invite. Please ensure your computer and phone line is muted when you are not speaking to ensure the best possible call quality.

As a reminder, these materials are confidential, and we ask that you do not forward, distribute, or recirculate them outside this group.

**Format of meeting**

- Today we will be using a meeting format called [insert meeting format name] where we will [insert description].

**Examples:**

- Round Robin – where we will call on each participant to give feedback on a question/topic and then hold an open discussion after all participants have responded.
- Modified Round Robin – where we will call on each participant to give feedback on a question/topic and then hold an open discussion after all participants have responded.
- Open discussion – where we will pose questions/topics open for all participants to respond to at any time.

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**TEMPLATE: Script for Meeting Introduction and Wrap Up**

**HANDOUT: MEETING FACILITATION TROUBLESHOOTING**

**COMMENTS OUT OF SCOPE**

- Acknowledge contributions
- Explain limitation
- Follow up individually

**SPAKING TOO MUCH/NOT ENOUGH**

- Encourage universal participation at the start of the meeting
- Pause and ask for contributions
- Do not call individuals by name
- Provide more targeted questions before meetings
- Use a "round robin" approach to give everyone a turn
- Follow up individually

**DISAGREEMENTS**

- Acknowledge the disagreement
- Express appreciation for diverse opinions
- Explain why a certain decision was made
- Share if, how, and when you will investigate the alternative approaches

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**HANDOUT: Meeting Facilitation Troubleshooting**

**HANDOUT: EFFECTIVE MEETING FACILITATION**

Person and Family Engagement (PFE) Tips for Effective Meeting Facilitation

**BEFORE THE MEETING**

- Distribute tailored materials at least two weeks in advance.
- Prepare PFE Partners by providing clear assignments to be completed before meetings.
- Take the time to teach the basics and provide an overview of terms such as numerator, denominator, and population.
- Understand your team – read their bios and know their story.
- Select a meeting format that drives discussion.
- Develop a Mitigation Plan for common meeting challenges.

**DURING THE MEETING**

- Allow for introductions.
- Set expectations. Describe how decisions will be made, articulate scope of current meeting.
- Review where we've been, where we are, and where we're going. Highlight team's achievements to date and impact of work.
- Define constraints. Describe what we can and cannot change, outline project boundaries.
- Enforce meeting norms. Call out those talking over others, stick to time limits.
- Optimize participation. Provide opportunities for everyone to contribute, prompt those who are not.
- Employ mitigation strategies to address challenging situations. Pause the discussion, review ground rules again.
- Summarize key contribution and describe next steps.

**AFTER / BETWEEN MEETINGS**

- Promptly send meeting summaries.
- Provide opportunities for folks to contribute between meetings. Check in with reserved, seemingly dissatisfied or absent teammates.
- Change what isn't working. Read debrief summaries and strategize solutions. Get feedback from teammates.
- Check in regularly. Send updates or new literature and share milestones.
- Start planning for the next meeting.

Person and Family Engagement (PFE) Toolkit:  
A Guide For Measure Developers

**HANDOUT: Effective Meeting Facilitation**



## SECTION 8: ONGOING COMMUNICATION

This section provides guidance for communicating and managing relationships with PFE Partners. To engage with PFE Partners in a meaningful way, actively working to build relationships with them throughout the life cycle of the project is important. One way to achieve this is by using various communication tools throughout the life of the project. PFE Partners want to know they are part of the team and that their work adds value, so it is important to build in ways to communicate regularly about their work and its impact. Keeping PFE Partners informed and engaged demonstrates their input is valued and motivates them to continue working on an ongoing basis and on future projects.

### Topics discussed in this Section include:

- Project Communication
- Supporting PFE Partners
- Scenario-based Example

### Resources:

At the end of this Section there is a preview of a tool relevant to this topic. You can also click on the link below to access the printable version that is included in [Section 9: Resources](#) of this Toolkit.

- [Project Communication Tool](#)



The measure developer must keep the person's/caregiver's point of view central throughout measure development and provide opportunities for person input during the information gathering process. – **CMS MMS Blueprint v.16 Streamlined, 2020, pg.40**

## PROJECT COMMUNICATION

Throughout the months and/or years of your measurement project and PFE, you will need to communicate with your PFE Partners frequently about the status of the project in order to obtain their feedback and perspectives and to make key measure decisions. For more details, review the [Project Communication Tool](#).

### How to Communicate

Be clear and concise in your communications to make it easy for PFE Partners to follow and understand.

- Use [Plain Language](#)
- Be consistent in how you refer to your project measure name, and your PFE Partners
- Lay out specific questions or materials and highlight key areas for PFE Partners to focus their attention
- Provide a point-of-contact for your team who will be responsive to the PFE Partners; offer both an email address and a phone number

### Communication Methods

Whenever possible, communicate with PFE Partners using their preferred mode of communication. Follow best practices for whichever mode of communication you use.

#### Email (most common)

- Use a standard subject line for emails, such as <Task/project/team name>: <Activity> to help PFE Partners readily sort and respond to communications from your team
- Request that PFE Partners add key team member email addresses to their address book and confirm messages are not going to their spam folders
- Combine information into fewer emails to avoid flooding PFE Partner inboxes with numerous messages

#### Online survey tools

- Confirm that automated survey tool messages do not go to PFE Partner spam folders
- Provide clear instructions for completing surveys

#### Phone

- Acknowledge that between meetings some PFE Partners may prefer to discuss their concerns or measure feedback one-on-one by phone, as opposed to email or in the larger group meetings
- Call PFE Partners who are not responsive to email directly to help you connect with individuals

#### Mail

- Understand some PFE Partners may require paper copies of meeting materials, surveys, and other paperwork, so allow extra time for mailing these materials

**Important Note:** Once you schedule your meeting, try not to send too many updated meeting invites. Multiple invites for a single meeting can become confusing to PFE Partners who see numerous emails and invites, especially if they do not use an email or calendar program such as Outlook.

#### When and What to Communicate

You can, and should, communicate with your PFE Partners frequently throughout all stages of your project, such as:

#### At the Beginning of the Project

- Help prepare PFE Partners to engage in technical content

# Section 8: ONGOING COMMUNICATION

- Begin to build your relationship with PFE Partners
- Share estimated project and meeting timelines with PFE Partners

## Prior to Meetings

- Send a meeting invitation several weeks in advance
- Send materials at least one week in advance and offer to answer questions
- Send a reminder email with the meeting materials and dial-in information the day of the meeting so it is easy for PFE Partners to locate the information

## After Meetings

- Share meeting minutes and explain next steps in the project generally, and for PFE Partners specifically
- Distribute surveys asking PFE Partners about their experience or for content or technical input on the project (if applicable), and request additional project input via email
- Keep PFE Partners abreast of progress on the project, such as analyses your team is conducting
- Notify PFE Partners of roadblocks or delays you encounter, such as a delay in receiving necessary data or obtaining unexpected testing results
- Announce measurement milestones as soon as they occur (such as if the measure is submitted to the NQF for endorsement)

## During Gaps in Active Engagement

- Alert PFE Partners if they should expect a long gap before the next meeting is scheduled, and what that timeframe may be

## After the “Active” Engagement/Project is Complete

- Measures can take several years to go from development to implementation. You may decide to close out a Measure Working Group, TEP, or other engagement mechanism. Inform your PFE Partners why the engagement is ending (for example, if measure specifications are complete), of key measurement milestones, and how they can stay involved in the future of the measure. For example, notify PFE Partners when the measure enters rulemaking, and offer information on how they can participate in the public comment process.

**Important Note:** While it is very important to communicate information with your PFE Partners many times throughout your project, you can potentially overwhelm your PFE Partners with too many emails. Whenever possible, consolidate your communications by combining topics in a single email. For example, if you send a follow-up survey after a meeting, send it in the same email as the meeting minutes.

## SUPPORTING PFE PARTNERS

Ongoing communication with PFE Partners about their PFE experience is critical to the success of your work and goes beyond discussion of the technical aspects of measurement. In addition to routine debrief calls after each meeting or engagement, be sure to communicate with your PFE Partners about their partnership with your organization (see [Section 2: The PFE Process](#)). Below are valuable insights to learn about.

- Are they finding the work meaningful?
- Do they feel valued?
- Do they feel that they are having an impact on the project and on improving healthcare?
- Are they being invited to work on projects that interest them or have personal meaning for them?
- Are they comfortable with the frequency and duration of their engagement, and is it manageable with their other responsibilities and obligations?
- What can your organization do to further support them?

These conversations help reinforce PFE Partners' understandings of your organization's commitment to meaningful partnership, ensure PFE Partners are having the best possible experience, and provide opportunities for continued organizational growth and improvement in PFE.



### SCENARIO-BASED EXAMPLE

**Your Objective:** Plan future research or analyses

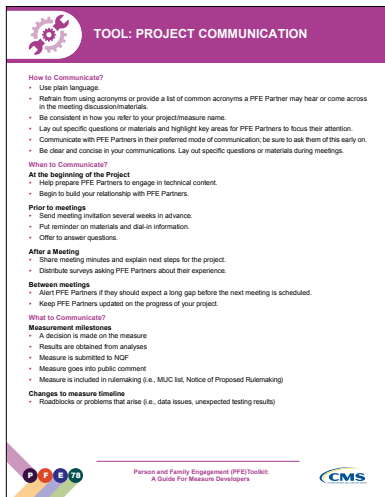
**Engagement Strategy:** Evaluating Preliminary Results or Displays

**Mechanism:** Measure Working Group

You are collaborating with a Measure Working Group to develop the specifications for a new clinical outcome measure. PFE Partners feel strongly that for this chronic health condition, the preliminary risk-adjustment model you developed does not fully account for several key patient factors that go beyond clinical comorbidities. They recommend some additional research into the feasibility of identifying these patient factors and including them in the model. You decide to develop an analytic plan for evaluating these complex factors and push back your upcoming TEP meeting to allow time for completing these analyses prior to moving forward with your current risk-adjustment model. When you later present the model to the TEP and to NQF, you will have a more robust risk-adjustment model that better incorporates patient perspectives and/or you will have greater evidence for the appropriateness of your existing risk-adjustment approach and lack of feasibility of incorporating any additional factors.

## SECTION 8 TOOL

### TOOL: Project Communication



**TOOL: PROJECT COMMUNICATION**

**How to Communicate?**

- Use plain language.
- Refrain from using acronyms or provide a list of common acronyms a PFE Partner may hear or come across in the meeting discussion/materials.
- Be consistent in how you refer to your project/measure name.
- Lay out specific questions or materials and highlight key areas for PFE Partners to focus their attention.
- Communicate with PFE Partners in their preferred mode of communication; be sure to ask them of this early on.
- Be clear and concise in your communications. Lay out specific questions or materials during meetings.

**When to Communicate?**

**At the beginning of the Project**

- Help prepare PFE Partners to engage in technical content.
- Begin to build your relationship with PFE Partners.

**Prior to meetings**

- Send meeting invitation several weeks in advance.
- Put reminder on materials and dial-in information.
- Offer to answer questions.

**After a Meeting**

- Share meeting minutes and explain next steps for the project.
- Distribute surveys asking PFE Partners about their experience.

**Between meetings**

- Alert PFE Partners if they should expect a long gap before the next meeting is scheduled.
- Keep PFE Partners updated on the progress of your project.




**What to Communicate?**

**Measurement milestones**

- A decision is made on the measure
- Results are obtained from analyses
- Measure is submitted to NCF
- Measure goes into public comment
- Measure is included in rulemaking (i.e., MUC list, Notice of Proposed Rulemaking)

**Changes to measure timeline**

- Roadblocks or problems that arise (i.e., data issues, unexpected testing results)

### TOOL: Project Communication





## SECTION 9: RESOURCES

Tools, templates, and handouts have been referenced throughout the Toolkit. This section organizes these resources to aid you in engaging with PFE Partners and follows the best practices outlined in the Toolkit. All materials are in a printable format and ready for use.

A list of all tools (something that can help guide decision-making or a process), templates (ready-made forms to adapt to specific needs), and handouts (a document to provide staff or persons or family members to help guide developing materials, understand a process, or facilitate meetings) are included below.

### TOOLS

Paperwork Reduction Act Decisions Tree Tool.....	Section 1
Facilitator Guide for Activities in PFE Training Tool.....	Section 1
Engagement Topics and Decisions Summary Tool.....	Section 4
Choosing Your Engagement Mechanism Tool.....	Section 4
Sample PFE Partner Recruitment Questions Tool.....	Section 5
Sample “Getting to Know You” Questions and Biographies Tool.....	Section 6
Drafting Meeting Materials Tool.....	Section 7
Project Communication Tool.....	Section 8

### TEMPLATES

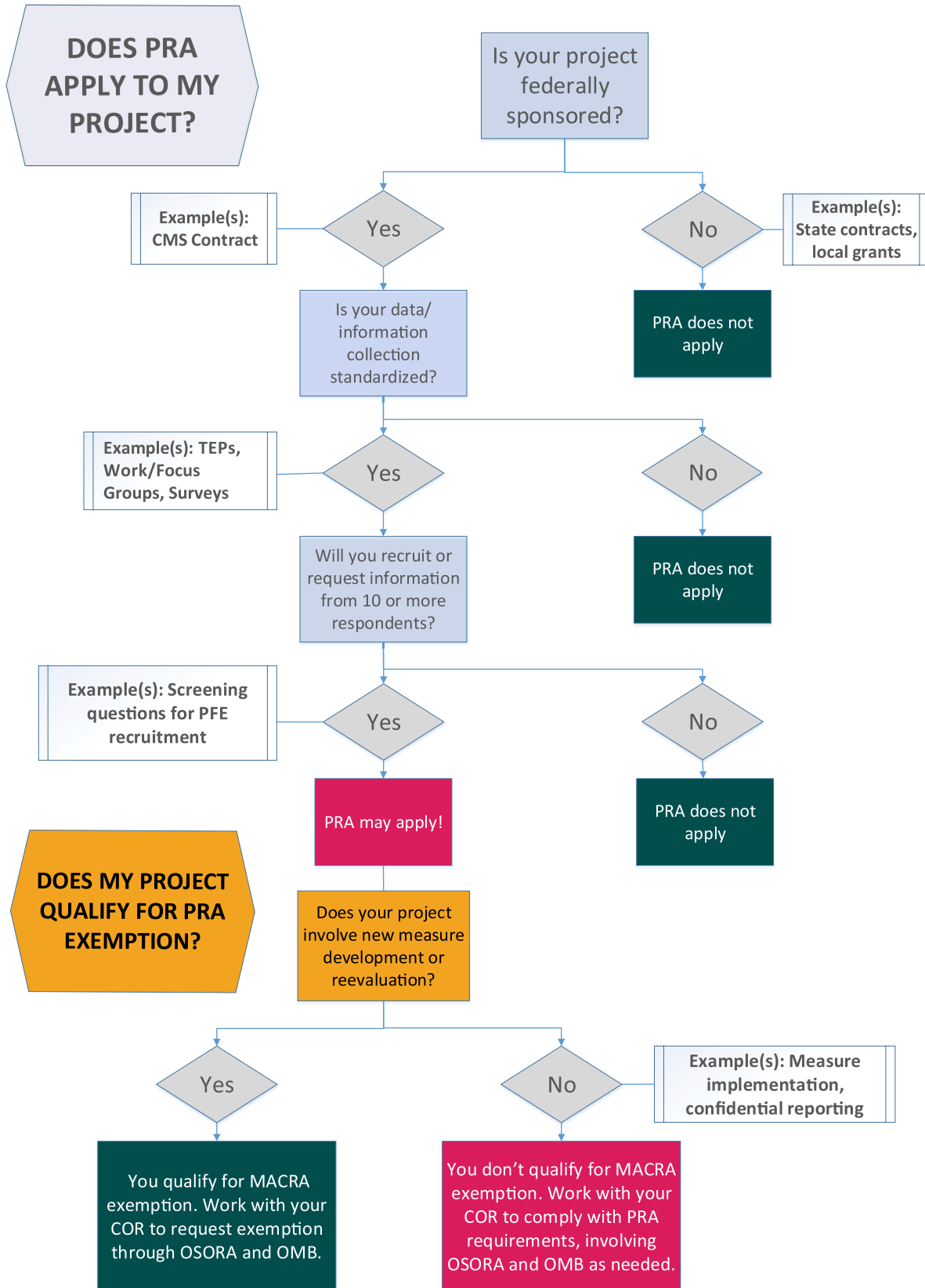
Personal Health Information and Privacy Agreement Template.....	Section 1
Strategic Planning Template.....	Section 3
Sample Email Communication Template.....	Section 6
PFE Charter Template.....	Section 6
Orientation Checklist Template.....	Section 6
Steps Leading Up to Your Engagement Template.....	Section 7
Script for Meeting Introduction and Wrap Up Template.....	Section 7

### HANDOUTS

PFE Process Summary Handout.....	Section 2
Elements of Strategic Planning Handout.....	Section 3
Meeting Facilitation Troubleshooting Handout.....	Section 7
Effective Meeting Facilitation Handout.....	Section 7



# TOOL: PAPERWORK REDUCTION ACT DECISION TREE





# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## STRATEGIC PLANNING EXERCISE

### Part 1

- Estimated time for activity: 10 minutes
- Materials needed:
  - Strategic Planning Template (explained in [Section 3: Strategic Planning](#) of the Toolkit, printable version provided in [Section 9: Resources](#))
    - Writing utensils
- 1. Break up the participants into groups of 3-5 people.
- 2. Instruct the groups to:
  - a. Select a project for which they're hoping to engage PFE Partners.
  - b. As a group, fill out the Project Background part of the Strategic Planning Template for that project.
- 3. Provide an example project:
  - a. You are at the beginning stages of developing a patient-reported outcome.
  - b. You decide to convene a Working Group with 8 PFE Partners.
- 4. After 8 minutes, ask participants to share key takeaways with the larger group.

### Part 2

- Estimated time for activity: 10 minutes
- Materials needed:
  - Strategic Planning Template
  - Writing utensils
- 1. Instruct participants to:
  - a. Break up into the same groups.
  - b. As a group, fill out the Engagement Proposal part of the [Strategic Planning Template](#) for the same project chosen in Part 1.
- 2. After 8 minutes, ask participants to share key takeaways with the larger group.

## COMMUNITY ACTIVITY

- Estimated time for activity: 5 minutes
- Materials needed:
  - Images, like the examples provided on the next page of this guide – one image for every two participants
  - Blank half-sheets of paper – one for every two participants
  - Envelopes
  - Writing utensils
- Purpose of activity: to demonstrate the importance of communication – be specific; start with the big picture before getting into the details; language is important; and words mean different things to different people



# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## Before the Training

1. Print out images, like the examples provided on the next page. You need enough images so that every two participants will have one image, but some pairs of participants can have the same image.
2. Place each image in an envelope.
3. Pair each envelope with a blank half-sheet of paper.

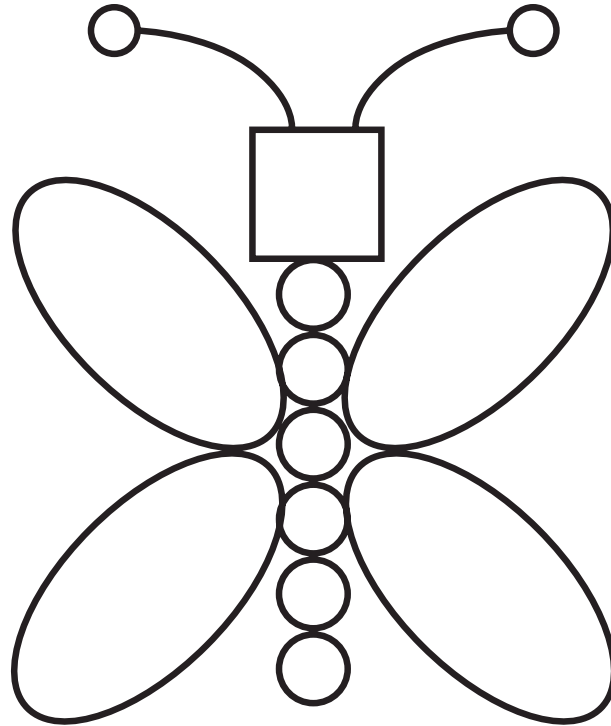
## During the Training

4. Break up the participants into groups of two.
5. Each pair should be given an envelope and a blank half-sheet of paper, with an instruction not to open the envelope until given the go-ahead.
6. Instruct the pairs that:
  - a. They will sit back-to-back so that they can't see each other.
  - b. One person will open the envelope to find an image and will describe as best his/her can what the image is to their partner.
  - c. The other person will draw what they are hearing on the blank half-sheet of paper.
7. Inform participants that this is a challenge to think critically about the way you are communicating and listening.
8. After two to three minutes, ask participants to show each other the images and drawings and share key takeaways with the larger group.



# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

EXAMPLE IMAGES FOR COMMUNICATION ACTIVITY:





# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## CHALLENGING SCENARIOS AND SCRIPT ACTIVITY

- Estimated time for activity: 15 minutes
  - Materials needed:
    - Scenario A and Scenario B handouts, provided on the next pages of this guide
    - Script Activity handout, provided on the next pages of this guide
    - Writing utensils
  - Purpose of activity: to practice opening an engagement, responding to input from PFE Partners, and problem-solving common issues, which are all key components of meeting facilitation.
  - Note: These could be conducted as two separate activities—one for Challenging Scenarios and one for Script—if time allows, which may be useful for staff who are brand new to PFE.
1. Break up the participants into groups of three to five people.
  2. Each group should receive one of the three handouts: Scenario A, Scenario B, or Script Activity.
  3. Instruct participants to follow the prompts on the handout:
    - a. For Scenarios A and B, groups should discuss how they would respond to the scenario and answer the question(s) provided.
    - b. For the Script Activity, groups should write out scripts according to the prompts. If time allows, they can practice reciting the scripts and/or role play.
  4. After about 10 minutes, ask groups to share key takeaways with the larger group.
  5. Sample responses for the facilitator to use are also provided on the next pages of this guide.



# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## Scenario A: Refocusing an Out of Scope Working Group Discussion

A new measure development team is creating a measure to assess harms from hypoglycemia (low blood sugar). The working group consists of six patients and family caregivers with experience with diabetes, a condition whose treatment can lead to hypoglycemia. Though the focus of the measure is hypoglycemia, one working group member continues to remark on how their physician is trying to convince them to quit smoking given the serious health outcomes that can occur for diabetes patients who smoke. The working group member frequently talks about the challenges of quitting smoking during the working group calls, making it difficult to get through all the measure specification discussion questions. The team is considering touching base with the working group member before their next call to speak one-on-one about the scope of the measure. How do you thank the member for their input without cutting them off when they continue to derail the conversation in the meetings? How do you approach the one-on-one call with them and allow them to share why they are having a hard time understanding the goals of the work?



# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## Scenario B: Lack of Consensus Between Stakeholders in TEPS and Working Groups

When convening a multi-stakeholder meeting, your team likely has some specific goals in mind, whether it's getting sign-off on risk adjustment strategies, deciding on an outcome definition, or deciding on a direction for a key measure issue. Sometimes, things don't go quite as planned. In this scenario, you present some data and analyses, and you ask your stakeholders to select the best option for the measure.

Scenario B1: There is discord between TEP members. PFE Partners support including a particular patient group in the cohort, while the clinicians do not.

Scenario B2: There is discord among working group members. In one new measure working group of patient-reported outcomes, three members recommended adding an additional survey to capture general health status, while the other four members felt that would only create an undue burden for patients and providers.

How do you balance conflicting input on a TEP or working group?





# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## CHALLENGING SCENARIOS AND SAMPLE FACILITATOR RESPONSES

### Scenario A: Refocusing an Out of Scope Working Group Discussion

Response during the meeting: Continue to thank the working group member for their feedback in the meeting. Bring the focus of the meeting back to the topic under discussion and remind all members of the focus/target of the measure.

After the meeting: Discuss with PFE team to raise the focus of the measure with the working group member during their follow-up call. Let PFE team know that you would like to hold a one-on-one with the member prior to the next meeting to get the member on the same page so that they can be more productive during the next call.

In the one-on-one call, thank the member for sharing their experiences and allow them to share why they are having difficulties with the current specifications/focus of the calls. Remind them of the goal of the measure and share that even though their experience could not be captured in the measure, the team is still interested in hearing their perspectives on other aspects of the measure.

### Scenario B: Lack of consensus between stakeholders in TEPs and working groups

Response: Task teams should remember to be nimble, open to change and feedback.

Often, a TEP will align perfectly with your expectations heading into the meeting. Other times, however, a TEP will have problems coming to a consensus, or even oppose a task team's stance. Although not ideal, remember it is acceptable to emerge from a TEP meeting without TEP sign off on specific issues.

If you are having trouble gaining consensus, ask clarifying questions to make sure the team understands all viewpoints presented.

It's important to explain to group members why a certain decision was made if there was lack of consensus on the approach. Address any concerns, giving specific rationale as to why the team decided one way or another. This will allow everyone to feel like part of the team and ensure that the team is not dismissing ideas because it does not align with their preconceived ideas.

In addition, once a decision has been made, remind everyone that their input is valued, and that a diversity of opinions will lead to a better measure.

In the working group scenario, you can also follow up by asking if the incremental information gained by adding the generic health status instrument to the measure is worth the additional burden placed on patients to fill out and physicians to collect. Share existing guidance or literature on this decision point. Bring this to a TEP if they have not weighed in or test in a pilot study/dry run.



# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## PFE MEETING FACILITATION SCRIPT ACTIVITY

To practice meeting facilitation, write a brief script for opening a working group (welcome, introductions, etc.).

Now, write some possible responses to a working group member's input going beyond, "Thank you, now let's hear from the next person". These can be one-line statements or questions.



# TOOL: FACILITATOR GUIDE FOR ACTIVITIES IN PFE TRAINING

## SAMPLE SCRIPT: FACILITATOR RESPONSES

Opening a working group (welcome, introductions, etc.)

### Key points:

- Introduce yourself
- Thank members for joining
- Only introduce one or two key team members/presenters by name
- Give an overview of the structure of the call
- Make time for members to fully introduce themselves

“Hello everyone, my name is [name] and I am a [role] at [organization]. First, I’d like to thank you all so much for taking time out of your day to be on this call. Your input is so crucial to the work that we do, and we really appreciate that you are willing to share your perspectives and experiences with us. Here in the room with me are names and roles of one or two other key team members/presenters, along with some other team members who work on this project. Before I ask you to introduce yourselves, I wanted to give you a sense of how we’ve structured this call. After introductions, [lead presenter name] will explain the project background using presentation slides, and then we’ll ask you to answer some broad questions. We’ll stop along the way for questions and discussion. Please don’t hesitate to stop us at any time and no question is too small or silly. Now we’d like each person on the call to introduce themselves – it would be great if you could say your name, where you’re from, and a little bit about what led you to join us in this work.”

Responding to input from working group members going beyond, “Thank you, now let’s hear from the next person.”

### Key points:

- Synthesize and repeat back an idea, especially if you are not sure you understood it fully.
- Ask for members to respond to each other.
- Listen for common themes among what members are saying and point them out.
- Acknowledge disagreements among members.

“I think I’m hearing you say [summarize in your own words what you heard], did I understand you correctly?” or “Thank you for that comment, [member name]; does anyone want to respond to that?”

“I’m hearing several people mention [common theme]; we’ll definitely take note of that.”

“It seems that there’s some disagreement about [issue]; it’s helpful for us to hear these differing views and we’ll take it all into consideration.”



# TOOL: ENGAGEMENT TOPICS AND DECISIONS SUMMARY

Topic	Description/Examples
Build conceptual frameworks	Co-develop conceptual frameworks for complex, difficult to measure ideas or components such as socio-demographic status or shared decision-making.
Prioritize new measure concepts or topics for future development	Recommend high priorities for future measure development such as specific medical conditions, procedures, or treatments; outcomes of interest; or measure types.
Select measure type	Recommend a measure type for a measure concept that has already been selected. For example, claims-based, e-measures, or patient-reported outcome measures; individual condition/procedure measures versus facility-wide measures; and single versus composite measures.
Select measure cohort and determine inclusion/exclusion criteria	Define the overall population of patients for the measure and how they will be grouped, if applicable; Determine any specific populations or categories of patients that should or should not be included in the cohort (e.g. patients on hospice or those with an elective).
Define measure outcome	Determine what outcome you will measure such as readmission rates, complications, or length of stay in the hospital; if the measure topic (condition, procedure, etc.) has already been selected.
Design or select tools	Co-design, test, or select from existing measurement tools such as surveys and collection instruments.
Select risk adjustment approach	Recommend an approach to risk adjustment by weighing pros and cons of various analytic or modeling approaches.
Determine measure scoring methodology	Determine the performance categories that will be reported, how providers/hospitals will be evaluated, or how tools/documents will be scored.
Assess measure usability	Evaluate testing results, performance scores, measure specifications, and/or reporting options to determine if the measure is useful and meaningful to PFE Partners and other populations. For example, PFE Partners may report that a measure at the health system level is not as useful to them as a measure that provides scores for individual hospitals from which they may receive care.
Plan future research or analyses	Identify data or information gaps and recommend assessing availability or feasibility of using new data sources; recommend further analysis of different analytic approaches.
Create or improve measure reporting displays	Allow for measure reporting displays that could include how measure results are displayed in public-facing materials such as on Hospital Compare or other reporting sites, or other resources meant to support the use of the measure.
Create or improve measure descriptive language	Allow for measure descriptive language that could include measure name, measure information in methodology reports, or how the measure is described in public-facing materials such as on Hospital Compare or other reporting sites.



# TOOL: CHOOSING YOUR ENGAGEMENT MECHANISM

	Technical Expert Panel (TEP)	Measure Working Group	Concept Advisory Group	Communication Workshop	Individual Interview	Survey	Town Hall	Public Opportunities
Multiple meetings	●	●	●	–	–	–	–	–
1-2 meetings	–	–	–	●	●	–	–	–
Discussion-focused	●	●	●	–	●	–	●	–
Early input	–	●	●	–	–	●	●	–
PFE Partner-only	–	●	●	●	●	–	●	–
Rapid input	–	–	–	–	–	–	–	–
Individual input on a specific subject area of PFE Partner expertise	–	–	–	●	●	●	●	–
Structured/quantitative feedback	–	–	–	●	–	●	–	–
Large number of PFE Partners	–	–	–	–	–	●	●	●
Integration of PFE Partners into existing measure development activities	●	–	–	–	–	–	–	●
Assurance of PFE throughout all phases of measure development	●	●	●	●	●	●	●	●



## TOOL: SAMPLE PFE PARTNER RECRUITMENT QUESTIONS

**Prior to working with new PFE Partners, it's important to assess if they are a good fit for the project. The questions below will help during recruitment conversations with potential PFE Partners.**

- Please share your experiences with the healthcare field—both personal and professional.
- What aspects of healthcare or quality improvement most interest you?
- Please describe your experiences participating in group work either as part of employment or as a volunteer (Parent Teacher Association, Neighborhood Civic Association, etc.), including the size of the group(s) and any instances in which you served as group leader. What challenges did you face? Any successes you can share?
- What do you hope to gain from this experience?
- Do you see any barriers or challenges in participating in our work? (e.g., time, availability, chronic condition limitations)
- Are you comfortable speaking up in a group setting? The group work may include doctors, nurses, other clinicians, researchers, employers, health insurance representatives, and other patients and family caregivers. Would you be willing to share your experiences and speak candidly with all of these individuals present?
- What skills or experience do you possess that you think will be valuable to this work?



# TOOL: SAMPLE “GETTING TO KNOW YOU” QUESTIONS AND BIOGRAPHIES

It is important to get to know your PFE Partners and establish a strong rapport early on for meaningful engagement for the duration of the measure development project. Measure developers and PFE Partners should take the time to get to know one another for a strong foundation and better engagement throughout the measure development process.

## SAMPLE QUESTIONS TO ASK PFE PARTNERS

- What has been your experience as a patient, family caregiver, advocate, or consumer?
- What healthcare-related topics are of interest to you?
- Do you have any volunteer or professional experience where you have served on a healthcare-related committee or council before?
- Tell me about your satisfaction with your healthcare. What have you liked, and what could have been done better?

## SAMPLE BIOS

Provide short bios of your team members as part of the orientation process to get PFE partners comfortable with sharing their experiences. In some cases, it might be helpful to ask PFE partners to write their own personal bios that explain their experiences to share with your team and their peers as part of first-meeting introductions.

### Example – Measure Developer:

Jane Doe, PMP, MPH, Measure Developer Project Lead: Jane is the project lead and coordinator for the MIDS Patient-Reported Outcome Performance Measure for patient-reported outcomes following cardiac surgery. She manages the planning and execution of the measure as well as overseeing person and family engagement for the project. She received her bachelor’s degree in Public Health from the University of Maryland School of Public Health in 2014. Jane specializes in patient advocacy and patient-focused research for individuals undergoing treatment for various chronic diseases.

### Example – PFE Partner:

**John Smith\* (Advocate):** John’s interest in the field of patient safety came about as a result of his experience caring for a chronically ill family member who suffered from numerous complications of care due to medical errors. He is particularly interested in patient education and patient engagement. Currently, he serves as the Director of a center for patient safety and as a patient advocacy consultant. In addition, he sits on several patient and family advisory partnership committees.

*\*Names and other identifiers have been changed to protect confidentiality.*



# TOOL: DRAFTING MEETING MATERIALS

## SUGGESTIONS FOR DRAFTING MEETING MATERIALS

1. Team Introductions
2. Introduce Topic and Ask Questions
3. Review and Recap Overall Engagement Timeline
4. Review Next Steps
5. Include Glossary of Key Terms

### Key Considerations When Drafting Materials

- How much background information do PFE Partners need to participate in the discussion?
- How many topics will you be able to discuss in your allotted meeting time?
- What format will be most useful? Would handouts, figures, or slides best convey your information?
- If you have a lot of materials, can you focus PFE Partner attention on the highest priority topics and provide the remaining details in an appendix?
- Have you defined key terms and used Plain Language whenever possible?





# TOOL: PROJECT COMMUNICATION

## How to Communicate?

- Use plain language.
- Refrain from using acronyms or provide a list of common acronyms a PFE Partner may hear or come across in the meeting discussion/materials.
- Be consistent in how you refer to your project/measure name.
- Lay out specific questions or materials and highlight key areas for PFE Partners to focus their attention.
- Communicate with PFE Partners in their preferred mode of communication; be sure to ask them of this early on.
- Be clear and concise in your communications. Lay out specific questions or materials during meetings.

## When to Communicate?

### At the beginning of the Project

- Help prepare PFE Partners to engage in technical content.
- Begin to build your relationship with PFE Partners.

### Prior to meetings

- Send meeting invitation several weeks in advance.
- Put reminder on materials and dial-in information.
- Offer to answer questions.

### After a Meeting

- Share meeting minutes and explain next steps for the project.
- Distribute surveys asking PFE Partners about their experience.

### Between meetings

- Alert PFE Partners if they should expect a long gap before the next meeting is scheduled.
- Keep PFE Partners updated on the progress of your project.

## What to Communicate?

### Measurement milestones

- A decision is made on the measure
- Results are obtained from analyses
- Measure is submitted to NQF
- Measure goes into public comment
- Measure is included in rulemaking (i.e., MUC list, Notice of Proposed Rulemaking)

### Changes to measure timeline

- Roadblocks or problems that arise (i.e., data issues, unexpected testing results)



# TEMPLATE: PERSONAL HEALTH INFORMATION AND PRIVACY

[Insert Month and Year]

## INTRODUCTION

### What is the Personal Health Information and Privacy Agreement?

We want to ensure everyone is comfortable with the way their information is used. In this document, we will describe the type of information we collect, how we store it, and how we intend to share it. At the end of this Personal Health Information and Privacy Agreement, we will ask you to sign a statement indicating that you agree to the terms outlined in this document.

#### Key Terms for this Document

[Insert terms that will be relevant to the reader's understanding of this document. For example, you can include definitions of your organization and the organizations/individuals that you work with.]

## UNDERSTANDING HOW YOUR INFORMATION IS USED

### Information You Share with Us

You may choose to share personal information about yourself or others. Personal information includes an individual's contact information, health experiences, and personal characteristics (such as race, ethnicity, or gender identity). You are not required to share any specific kinds of information. You can decline to provide this information at your own discretion.

### How We Use Your Information

#### We will use your information for three purposes, to:

- Match you with projects that align with your interests and experiences;
- Guide quality measurement work (such as priority areas of measurement); and
- Inform efforts to recruit other PFE Partners.

### How We Store Your Information

- We will store your personal information using [locations and protections provided].
- NOTE: If storing personal information of any kind, provide additional details here.

### How We Share Your Information

#### Information Shared during all Activities

You may describe your experiences or other personal information at your discretion while participating in activities. In this case, you would be sharing that information directly with everyone participating in that activity, such as other PFE Partners and project staff.



# TEMPLATE: PERSONAL HEALTH INFORMATION AND PRIVACY

In addition, we may share that information with CMS, if requested. We may also share this information with other staff within our organization working on quality measurement projects. We may also publicly share the recommendations and guidance we receive from you but will not share any identifying information unless written consent is obtained.

## Information Shared on a Technical Expert Panel

You may choose to participate in a specific type of activity called a Technical Expert Panel (TEP). Along with CMS, we make certain information about the TEP public. This includes, but is not limited to, your name, role, and recommendations made during meetings.

*NOTE: If posting this information on a public forum of any kind, provide additional details here.*

Publicly posted documents will not include personal health information. If you disclose personal health information by choice, then that information and your communications are not subject to confidentiality laws.

## How TEP Participants Can Remain Confidential

Your participation in a TEP can remain confidential in any publicly posted document. If you choose to remain confidential, your name will not be provided in public documents or posted online. Instead, you will be listed by role (for example, patient). All your contributions included in the TEP Summary Report will be associated with their role and not their name.

### PFE Partner Signs

**Signed: Name: Address: Phone: Email: Date:**

### Measure Developer Signs

**Signed: Name: Address: Phone: Email: Date:**



# TEMPLATE: STRATEGIC PLANNING

**For each engagement, please fill in the following fields:**

Project Background

Overall goal(s) of the project: (for example, develop a new measure, refine existing measure, adapt measure to new program, develop implementation strategies)

PFE goal(s): (for example, develop a patient-centered new measure, ensure patients can understand the language you are using to describe a measure outcome)

Description of current status of measure or project: (for example, beginning measure development, outcome and cohort selected, determining risk adjustment model)

Project next steps: (for example, select cohort, develop conceptual framework)

Main questions or topic areas for PFE collaboration:

**For each engagement, please fill in the following fields:**



# TEMPLATE: STRATEGIC PLANNING

Engagement mechanism(s):

Frequency of engagement: (include estimated number of meetings, meeting length, time between meetings):

Estimated number of participants:

Preferred PFE Partner characteristics/expertise/experiences:

Anticipated timeline: (include start and end dates, as well as other project timeline dependencies):



# TEMPLATE: SAMPLE EMAIL COMMUNICATION

## TEMPLATE 1: FOR ONBOARDING USE RELATED TO PFE CHARTER, PERSONAL HEALTH INFORMATION AND PRIVACY AGREEMENT, AND OTHER DOCUMENTS

Dear [NAME],

On behalf of [Measure Developer], it is with great pleasure that we welcome you as a PFE Partner– we look forward to our collaboration! Your engagement in our work will ensure that patients have a role in shaping and evaluating the healthcare they receive.

[Reiterate PFE Partner role here]

Due to the sensitive and confidential nature of this work, we ask that you complete and return the attached **Personal Health Information and Privacy Agreement and PFE Charter**. As soon as we receive these documents, we will begin the Orientation process.

Please do not hesitate to reply to this email with questions. Again, we look forward to our collaboration.

Sincerely,

[Measure Developer]

## TEMPLATE 2: FOR KICKING OFF THE ORIENTATION PROCESS WITH PARTICIPANT

Dear [NAME],

Thank you for completing [List documents here for example, Personal Health Information and Privacy Agreement].

**[Measure Developer]** looks forward to collaborating with you!

Attached to this email you will find a document that will help orient you to healthcare quality, our role in measure development, and your role in our work. Additionally, attached is a slide deck we will review during Orientation. We encourage you to read the document prior to Orientation if your time allows.

Please do not hesitate to reply to this email with questions. Again, we look forward to our collaboration.

Sincerely,

[Measure Developer]



# TEMPLATE: SAMPLE EMAIL COMMUNICATION

## TEMPLATE 3: FOR INVITING PFE PARTNERS TO ENGAGE IN PFE COLLABORATION, SPECIFICALLY COMPLETING A SURVEY

Dear [NAME],

We are excited to present to you an engagement opportunity with our measure development team.

Below is a link to a survey, called [Survey Name]. You can access the survey by clicking on the link below. The survey will take approximately 10-15 minutes to complete. It will inform us of your specific areas of interest and specialty. [Include Link Here]. Please do not hesitate to reply to this email with questions.

Sincerely,

[Measure Developer]

[Insert Month and Year]



# TEMPLATE: PFE CHARTER

[Insert Month and Year]

## Introduction

What is the Personal Health Information and Privacy Agreement?

As a PFE Partner, we ask you to please review this Charter. The goal of the Charter is to describe:

- Purpose and overview of PFE
- Roles and responsibilities
- Terms of appointment

### Key Terms for this Document

[Insert terms that will be relevant to the reader's understanding of this document. For example, you can include definitions of your organization and the organizations/individuals that you work with.]

## PURPOSE OF PFE

The purpose of PFE is to make sure the quality measures we create include the perspectives of patients and their families. PFE Partners provide guidance to us on projects related to improving the quality of healthcare, including:

- Developing quality outcome measures; and
- Updating existing quality outcome measures.

## TERMS OF APPOINTMENT

PFE Partners will commit to:

- [List any specific terms of the collaboration here.]

## ROLES AND RESPONSIBILITIES

Network Member Responsibilities

PFE Partners will have the opportunity to participate in **[specify number here]** of activities over the course of **[specify timeframe here]** and we hope you will find many that match your interests and your schedule. However, you get to decide which activities are right for you and you are not required to attend all of them.

These activities may include:

- Sharing stories about your experiences;
- Participating in teleconference meetings;
- Completing surveys;
- Participating in interviews; and
- Making materials friendly for all audiences, including patients.





# TEMPLATE: PFE CHARTER

Specific responsibilities of PFE Partners include:

Signing a [List specific documents here. For example, Privacy Agreement and/or Conflict of Interest (COI) – Non-Disclosure Agreement (NDA)];

- Attending an orientation session;
- Reading background materials;
- Sharing your opinions;
- Participating in support calls; and
- Completing experience surveys.

Our Responsibilities include:

- Partner with PFE Partners in their quality measurement work;
- Respect all PFE Partners and ensure their voices are valued and appreciated;
- Deliver clear materials before activities;
- Report on your contributions to quality measurement projects; and
- Ask permission to contact you about additional opportunities.

## **PFE Partner Signs**

Signed: Name: Address: Phone: Email: Date:

## **Measure Developer Signs**

Signed: Name: Address: Phone: Email: Date:



# TEMPLATE: ORIENTATION CHECKLIST

PFE Partners require a set of Orientation materials to provide them with the background content and knowledge to engage effectively in the measure development process. Below is a Template you can tailor and use during the Orientation process.

## Checklist

- Introduce your team
- Review what is quality measurement and why it is important
- Review what types of measures your team creates
- Review project background, timelines, and goals
- Define key terms
- Review why your team is interested in Person and Family Engagement



# TEMPLATE: STEPS LEADING UP TO YOUR ENGAGEMENT

Now that you have identified an engagement need and completed planning and recruitment, how do you successfully navigate the steps leading up to your first meeting?

## Checklist

### **Welcome your newly recruited PFE Partners as soon as recruitment is complete.**

- Send a friendly welcome email, as this will set the tone for your communications with PFE Partners.
- Make sure PFE Partners know the overall engagement plan, including what to expect before, during, and after an engagement.

### **Prepare and share background on your project.**

- Keep the background short (1-5 pages) but include relevant information PFE Partners will need to know.
- Send the background at least one week prior to the first engagement, but more time is better.

### **Schedule your engagement.**

- Schedule as soon as possible – at least three weeks in advance.
- Offer multiple options, on different days, and at varying times (including evenings).

### **Prepare and share your meeting materials (duration: ~two weeks).**

- Share materials at least one week in advance of the engagement, this will give members enough time to review and prepare for the discussion.

### **Host preparatory calls.**

- Review meeting logistics and meeting materials and discuss any questions.

### **Remind PFE Partners of their engagement.**

- Send an email with dial-in information and materials the day of the meeting for easy access.

### **Host the engagement!**



# TEMPLATE: SCRIPT FOR MEETING INTRODUCTION AND WRAP UP

The script below can be used during meeting introductions and wrap ups with PFE Partners. It's important to orient PFE Partners to the meeting logistics and format; remind them of the importance of their contributions; and thank them for their contributions. You can tailor this script depending on your unique engagement activity.

## MEETING INTRODUCTION

### Welcome

Hi everyone, and welcome to the [first, second, etc.] meeting of the [insert meeting type, Measure Working Group, TEP, etc.] for the [development, reevaluation, implementation] of the [insert measure name]. We are very happy to have you all on today's call. This is [insert facilitator name], and I am [insert facilitator role at your organization] here at [insert developer organization]. Ask PFE Partners to introduce themselves, describe their role or perspective, and share what brought them to this work (for first meeting).

### Logistics

Today we are broadcasting a webinar along with this teleconference. The URL for the webinar is in the meeting invite for today as well as on the agenda on [insert page number] of the meeting materials. If you're not able to join the webinar, you can follow along in the PowerPoint slides distributed. During the call, we will be referring to both the slides and the meeting materials PDF (update type of meeting materials if necessary) that we distributed on [insert date of distribution] and are attached to the meeting invite. Please ensure your computer and phone line is muted when you are not speaking to ensure the best possible call quality.

As a reminder, these materials are confidential, and we ask that you do not forward, distribute, or recirculate them outside this group.

### Format of Meeting

- Today we will be using a meeting format called [insert meeting format name] where we will [insert description]. Examples:
  - Round Robin – where we will call on each participant to give feedback on a question/topic.
  - Modified Round Robin – where we will call on each participant to give feedback on a question/topic and then hold an open discussion after all participants have responded.
  - Open discussion – where we will pose questions/topics open for all participants to respond to at any time.



# TEMPLATE: SCRIPT FOR MEETING INTRODUCTION AND WRAP UP

## Value of PFE Partner Voice

### First Meeting

#### For a Technical Expert Panel

The TEP members on this call span various backgrounds and areas of expertise. We recognize that there are some (patients/patient advocates) on the TEP, and we are very excited to learn from their experiences and valuable input. Each TEP member's input and suggestions provided by this TEP will be considered during each decision-making process.

We will communicate your input to [insert list of who will hear about the contributions of the group, such as others at your organization, CMS, etc.]. We encourage you to give your honest input on the measure. We strongly believe that your feedback will provide us with strong rationale and support to build the best measure possible together.



# TEMPLATE: SCRIPT FOR MEETING INTRODUCTION AND WRAP UP

## **For a PFE Partner Only Meeting**

The [insert team name] is excited to learn from your valuable input, expertise, and unique perspectives.

The input and suggestions provided by this [insert name of measure work group, TEP, etc.] Will be considered during each decision-making process. We will communicate your input to [insert list of who will hear about the contributions of group, such as others at your organization, CMS, etc.]. We encourage you to give your honest input on the measure. We strongly believe that your feedback will provide us with strong rationale and support to build the best measure possible together.

## **Future Meetings**

This group made important contributions during our previous meeting(s). We look forward to hearing more of your unique perspectives today as we continue with developing this measure.

## **Meeting Content**

After the introductory remarks above, introduce meeting content. When finished with meeting content, move into Meeting Wrap Up script below.

## **Meeting Wrap Up**

We want to thank everyone for joining us today. We received valuable feedback which we will continue to discuss internally as we work on this measure. If you reflect on other ideas or questions after the meeting, we would love to hear those things by email. We will be following up with the minutes of today's call.

If anyone has any questions about anything we went over, or didn't go over, please feel free to email [insert name of coordinator/lead]. Thank you again for your time.



# HANDOUT: PFE PROCESS SUMMARY

Phase	PFE	Staff/organization
<b>1. Plan</b>	<ul style="list-style-type: none"> <li>• Define project goals and PFE topics</li> <li>• Determine timeline</li> <li>• Select mechanism</li> <li>• Define preferred PFE partners perspectives/experiences</li> </ul>	<p>Allocate staff and recourses</p> <p>Train staff on PFE fundamentals, process, strategic planning, and recruitment</p>
<b>2. Recruit</b>	<ul style="list-style-type: none"> <li>• Recruit PFE partners</li> </ul>	Select recruitment strategy
<b>3. Prepare</b>	<ul style="list-style-type: none"> <li>• Conduct orientation and onboarding</li> <li>• PFE partner prep calls</li> <li>• Prepare and distribute project background materials</li> </ul>	Train staff in effective meeting facilitation
<b>4. Engage</b>	<ul style="list-style-type: none"> <li>• Utilize PFE partner input in measure work</li> </ul>	Facilitate engagement activities
<b>5. Follow-up</b>	<ul style="list-style-type: none"> <li>• Conduct individual debrief calls</li> <li>• Solicit additional measure input</li> </ul>	Solicit feedback from staff
<b>6. Refine approach</b>	<ul style="list-style-type: none"> <li>• Solicit and compile PFE partner feedback</li> </ul>	<p>Identify successes and opportunities for improvement</p> <p>Modify approach immediately for next engagement</p> <p>Retrain staff as needed</p>



# HANDOUT: ELEMENTS OF STRATEGIC PLANNING

## WHY & WHAT

- Goals of the measure under development or reevaluation
- Current status of the project and next steps
- Goals for engaging with persons & families
- Main questions or topic areas for person & family

## HOW

- Mechanism(s) for the engagement (TEP, Working Group, Survey)

## WHO

- Number of Participants
- Preferred demographics
- Key experiences, expertise, and characteristics

## WHEN

- Anticipated timeline for the measure and the engagement
- Number and duration of meetings
- Frequency and timing of surveys or other outreach





# HANDOUT: MEETING FACILITATION TROUBLESHOOTING

## COMMENTS OUT OF SCOPE

- Acknowledge contributions
- Explain Limitation
- Follow up individually

## SPEAKING TOO MUCH/NOT ENOUGH

- Encourage universal participation at the start of the meeting
- Pause and ask for contributions
- Do not call individuals by name
- Provide more targeted questions before meetings
- Use a “round robin” approach to give everyone a turn
- Follow up individually

## DISAGREEMENTS

- Acknowledge the disagreement
- Express appreciation for diverse opinions
- Explain why a certain decision was made
- Share if, how, and when you will investigate the alternative approaches



# HANDOUT: EFFECTIVE MEETING FACILITATION

## Person and Family Engagement (PFE) Tips for Effective Meeting Facilitation

### BEFORE THE MEETING

- Distribute tailored materials at least two weeks in advance.
- Prepare PFE Partners by providing clear assignments to be completed before meetings.
- Take the time to teach the basics and provide an overview of terms such as numerator, denominator, and populations.
- Understand your team – read their bios and know their story.
- Select a meeting format that drives discussion.
- Develop a Mitigation Plan for common meeting challenges.

### DURING THE MEETING

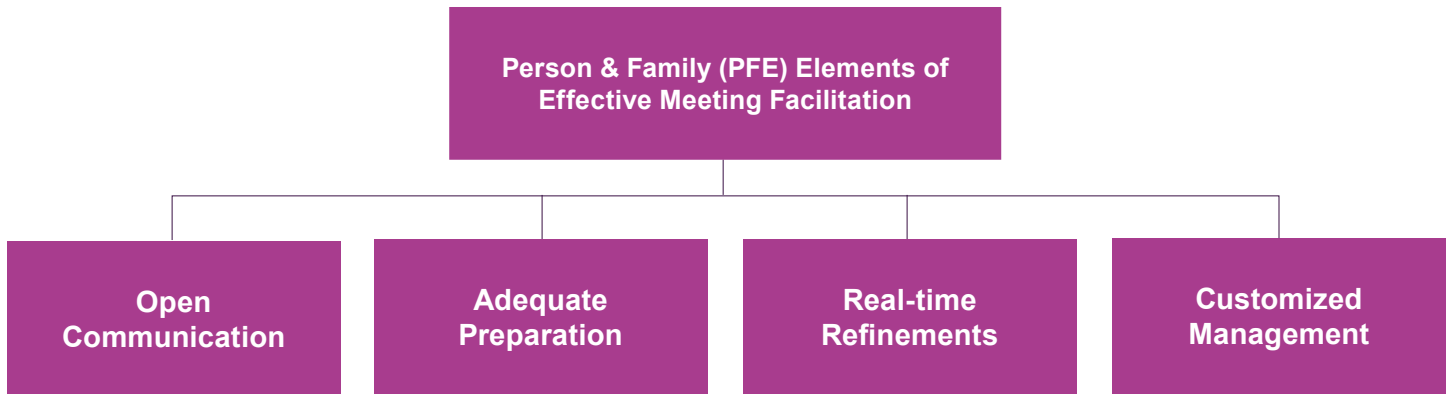
- Allow for introductions.
- Set expectations. Describe how decisions will be made, articulate scope of current meeting.
- Review where we've been, where we are, and where we're going. Highlight team's achievements to date and impact of work.
- Define constraints. Describe what we can and cannot change, outline project boundaries.
- Enforce meeting norms. Call out those talking over others, stick to time limits
- Optimize participation. Provide opportunities for everyone to contribute, prompt those who are not.
- Employ mitigation strategies to address challenging situations. Pause the discussion, review ground rules again.
- Summarize key contribution and describe next steps.

### AFTER / BETWEEN MEETINGS

- Promptly send meeting summaries.
- Provide opportunities for folks to contribute between meetings. Check in with reserved, seemingly dissatisfied or absent teammates.
- Change what isn't working. Read debrief summaries and strategize solutions. Get feedback from teammates.
- Check in regularly. Send updates or new literature and share milestones.
- Start planning for the next meeting.



# HANDOUT: EFFECTIVE MEETING FACILITATION



## Time Spent on Preparation

