



Calendar of key activities, compensation milestones, and available findings for care systems in MNCARES (see pages 2-3 for explanations)

Orange and **Green** represent activities with all care system involvement (green are items that may involve more substantial effort).

Purple represents activities when only some or a sample of care systems will be contacted and asked to participate.

Blue represents what HealthPartners Institute will provide back to care systems.

	2021												2022												2023												2024			
	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4				
Historical Cohort data to MNCM		G	G	G	G																																			
Historical Cohort patient interviews		P	P	P																																				
Provide letterhead for patient surveys				G	G																																			
Historical Cohort patient surveys						O	O	O	O	O	O																													
Org. Survey and Clinic Descriptors				G	G																																			
Care Coordinator Interviews								P	P																															
Clinician/Leader Interviews								P	P																															
Care Coordinator Survey										O	O																													
Primary Cohort data to MNCM												G	G	G																										
Primary Cohort patient interviews												P	P																											
Primary Cohort patient surveys																O	O	O	O																					
End of study interviews																																		P	P					
Compensation Milestone #1 (after submission of Org. Survey)								B																																
Compensation Milestone #2 (after submission of Primary Cohort)														B																										
Lessons/learnings available												B																					B							

Details around care system participation in MNCARES (dates subject to change; we will communicate on an ongoing basis about this)

Updates as of 12/1/23 marked below in red

Historical Cohort Data Collection	Start date	Completion date
Historical Cohort data submission by all care systems to MNCM <i>Data specifications and other process information available in the MNCM Knowledge Base</i>	Jun 14, 2021	Oct 1, 2021 (done)
Historical Cohort patient interviews <i>HCH will reach out to 6-10 select care systems/clinics only; care coordinator at each clinic reaches out to a small number (3-5) of patients to invite them to be interviewed using materials provided by the study.</i>	June 1, 2021	July 15, 2021 (done)
Historical Cohort patient surveys <i>A sample of Historical Cohort care coordination patients will receive a survey from Center for Evaluation and Survey Research (CESR) at HealthPartners. The study will reach out in August to ask for organizational letterhead to use for the survey cover letter, which you will be able to see. Most likely at least one patient from each care system will be included. Care systems will be notified of the number of their patients surveys are being sent to.</i>	Oct 25, 2021	March 30, 2022 (done)

Organizational Data Collection	Start date	Completion date
Organizational Survey <i>A link to an online survey will be emailed to each care system's "study liaison" or main study contact. The link can be passed on to someone else in the organization to answer the questions if needed. It is completed online.</i>	Aug 1, 2021	Oct 1, 2021 (done)
Clinic Descriptors Table <i>This is a data request that will be emailed as an attached excel file with the organizational survey link to the study liaison. It contains a request for clinic-level data about the care system and will likely need both informatics and programmatic input to complete. Is it completed by emailing the file back.</i>	Aug 1, 2021	Oct 1, 2021 (done)

Primary Cohort Data Collection	Start date	Completion date
Primary Cohort data submission by all care systems to MNCM <i>Data specifications and other process information will be available in the MNCM Knowledge Base</i>	Mar 15, 2022	July 1, 2022 (done)
Primary Cohort patient interviews <i>HCH will reach out to 6-10 select care systems/clinics only; care coordinator at each clinic reaches out to a small number (3-5) of patients to invite them to be interviewed using materials provided by the study.</i>	Mar 15, 2022	July 1, 2022 (done)
Primary Cohort patient surveys <i>A sample of Primary Cohort care coordination patients will receive a survey from Center for Evaluation and Survey Research (CESR) at HealthPartners. Most likely at least one patient from each care system will be included. Care systems will be notified of the number of their patients surveys are being sent to.</i>	Sept 9, 2022	March 17, 2023 (done)

Clinic Staff Data Collection	Start date	Completion date
<p>Care Coordinator Interviews <i>HCH will reach out to 20 lead care coordinators from select care systems/clinics only. The lead care coordinator will be asked questions about workflows and care process, services provided, types of patients receiving coordination, etc.</i></p>	Oct 1, 2021	Nov 15, 2021 (done)
<p>Clinician/Leader Interviews <i>HCH will reach out to study liaisons in 5-10 select care systems in order to identify 2-3 clinicians or leaders per care system to be interviewed. Clinicians/leaders will be asked questions about their experiences with care coordination and opinions about quality in care coordination models.</i></p>	Oct 1, 2021	Nov 15, 2021 (done)
<p>Care Coordinator Survey <i>The “lead” care coordinator in every clinic participating in the study will receive a web survey from Center for Evaluation and Survey Research (CESR) at HealthPartners. It is important that we have one respondent from each clinic and do not have one care coordinator responding on behalf of multiple clinics.</i></p>	Mar 15, 2022	April 30, 2022 (done)

End of Study Discussion Groups (new timeline)	Start date	Completion date
<p>The purpose of these discussion groups is to gather reactions to our study findings to ensure they are presented as clearly as possible to patients,</p>		
<p>Primary Cohort patients <i>The same patients who participated in the Primary Cohort patient interviews in early 2022 will be re-approached for these discussion groups. In the event that we do not recruit enough patients, HCH will reach out to a select number of care coordinators to facilitate recruitment similar to previous interview rounds.</i></p>	March 1, 2024 (new dates)	April 30, 2024 (new dates)
<p>Care Coordinators <i>The same care coordinators who participated in previous interviews in fall 2021 will be approached for these discussion groups. In the event that we do not interview enough care coordinators, HCH will reach out to a select number of care coordinators as above.</i></p>	March 1, 2024 (new dates)	April 30, 2024 (new dates)
<p>Clinician/Leaders <i>The same clinicians/leaders who participated in previous interviews in fall 2021 will be approached for these discussion groups. In the event that we do not interview enough clinicians/leaders, HCH will reach out to a select number of organizational leaders to recruit additional clinicians as above.</i></p>	March 1, 2024 (new dates)	April 30, 2024 (new dates)