## Project Description / Purpose

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| **Project Name:** | *SDOH Processing Improvement* |
| **Clinic:** | *Desert Valley Pediatrics* |
| **Process:** | *SDOH Processing* |
| **TIP 2.0 Process Milestone:** | *3 – Implementing a process for HRSN and connecting members to CBOs* |
| **Project Description / Purpose** | |
| *Revising our SDOH process to ensure every patient is screened at appropriate intervals, that referrals are processed for*  *needs, and that the screenings are documented and filed to the health plans.* | |

## Project Overview

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| **Problem Summary:** | *Processing of Z and G codes are being missed when provider documentation is done.*  *Z and G codes are being rejected at the clearinghouse processing levels.*  *Staff member assignment clarification* |
| **Desired Outcome(s):** | *Positive screenings are being referred appropriately*  *All screens are being reported to the health plans* |
| **Benefits:** | *To ensure patients with positive/negative screens are being recognized by both the*  *practice and the health plans* |

## Timeline

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|  | **Description of Task and Completion Dates** |
| **Task 1** | *Revise policy to determine when patients are screened and the duties of each staff member in the*  *process – 6/30/2024* |
| **Task 2** | *Retrain staff as to their responsibility in the screening process – 7/31/2024* |
| **Task 3** | *Test filing G and Z codes to the health plans to determine where barriers lie – 6/30/2024* |
| **Task 4** | *Discuss with clearinghouse rule exceptions to allow codes to be filed electronically – 6/30/2024* |
| **Task 5** | *Test filing G and Z codes to health plans once exception is written at the clearing house level –*  *7/31/2024* |

\* Add new rows as needed.

## Project Scope

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| **In Scope Project Objectives** |
| *All screenings done at appropriate intervals* |
| **Out of Scope Project Objectives or Activities** |
| *Parental compliance once referral information is made available* |

## Project Team

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| **Team Lead:** | Kim Briggs | **Project Champion:** | Kim Briggs |
| **Process Owner:** | Kim Briggs | **Process Manager:** | Kim Briggs |

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| **Stakeholders** | | | |
| **Stakeholder** | **Title** | **Department** | **Organization** |
| Kim Briggs | Kim Briggs | Kim Briggs | Kim Briggs |
| Kim Briggs | Kim Briggs | Kim Briggs | Kim Briggs |
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| **Project Team Members** | |  |
| **Name** | **Team Role** |  |
| Kim Briggs | Kim Briggs |  |
| Kim Briggs | Kim Briggs |  |
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## Signatures

|  |  |
| --- | --- |
| **Process Owner** |  |
| **Project Champion** |  |
| **Team Leader** |  |