

Project Planning Worksheet

Youth Health Transition Implementation

Use this worksheet for Step 2 of Youth Health Transition Implementation to assess clinic capacity and begin to consider what your next steps are. Identify the processes and staff you have, and those that you will need to add or modify in order to successfully implement your YHT priority tasks. The checkboxes below indicate Y for Yes, S for Some/ Sometimes, and N for No.

My Clinic's YHT Priority Tasks

1. _____
2. _____
3. _____

Processes & Protocols

Does your clinic have a protocol for one-on-one visits for patients over age 14?

Y S N

Notes

Experts recommend introducing transition services when patients are ages 12-14. Meeting with patients one-on-one without a parent in the room is a great first step toward getting youth to take control of their health. Have the providers at your clinic meet and decide on the age when this service should start.

Does your clinic use a form to document YHT services (paper or electronic)?

Y S N

Notes

Adding fields or making edits to an EHR can be costly, so we recommend using existing reportable fields in your EHR system that could be used to document YHT tasks. Most EHR systems have age-specific assessment screens that include many of the recommended YHT services. Use these to build your form for YHT documentation.

Does your clinic bill for YHT services?

Y S N

Notes

The American Academy of Pediatrics' latest version of *Coding and Reimbursement Tip Sheet for Transition from Pediatric to Adult Health Care* includes a listing of transition-related CPT codes, corresponding Medicaid fees, and relative value units (RVUs). Work with your clinic's billing team to establish which codes to use.

Do clinic staff meet on a regular basis to talk about quality improvement opportunities and projects?

Y S N

Notes

New processes will likely need to be established to implement your new YHT services. It's important to establish a process and teach it to staff across the clinic to ensure everyone is well-trained. Check in regularly with staff to answer questions, keep everyone on track, and explore ways to continuously improve the clinic. You can add YHT as a topic to existing clinic meeting agendas, or schedule a regular time for YHT leaders to meet.

Staff Capacity & Training

Does your clinic have a care coordinator responsible for referring patients to other clinics and services? Y S N

Does your clinic have quality improvement (QI) team/staff?

Notes

Staff capacity and roles vary clinic to clinic. If your clinic has staff members who are responsible for QI and care coordination, they can likely help implement new YHT services. If these roles don't exist, you may want to consider creating a new position or evaluating which current positions have the capacity to carry out your needs. Someone will need to be the point person for implementing your priority tasks and evaluating their effectiveness.

Are all staff familiar with YHT clinical guidelines? Y S N

Are all staff familiar with Medicaid's Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) requirements?

Notes

Staff will likely need to be trained in order to effectively provide YHT services. Check out the resources listed at the end of this toolkit for our recommended trainings on YHT and QI. It's important to establish a process and teach it to staff across the clinic to ensure everyone is well-trained.

Assigning Roles

Gather your team and work together to decide who should be responsible for carrying out your priority tasks. Use the table below as a starting point to begin brainstorming which position(s) and specific people would be a good fit for what your clinic needs. You only need to think these through for the tasks you selected. If your priority tasks aren't listed, add them at the bottom.

Task	Have?	Position(s) Responsible (PCP, RN, SW, Clinic Staff, etc)	Lead Person(s) for Task - Notes
Provide anticipatory guidance and coaching for adolescents	Y <input type="checkbox"/> N <input type="checkbox"/>		
Coordinate community referrals	Y <input type="checkbox"/> N <input type="checkbox"/>		
Develop a clinic policy	Y <input type="checkbox"/> N <input type="checkbox"/>		
Integrate YHT services in EHR	Y <input type="checkbox"/> N <input type="checkbox"/>		
Code for billing of YHT services	Y <input type="checkbox"/> N <input type="checkbox"/>		
	Y <input type="checkbox"/> N <input type="checkbox"/>		
	Y <input type="checkbox"/> N <input type="checkbox"/>		