



Davies Public Health Award
Application Submission Form
Revised – April 2013

--- Submission Criteria ---

An essential component of completing a submission for *Davies Enterprise Award* is answering each of the application criteria in the submission form with narrative backed by rich data metrics substantiating the described processes, improvements and outcomes. When preparing and submitting your case study, carefully review the HIMSS document “A Framework for Evaluating Excellence in use of Health IT by Public and Population Health” [INSERT HYPERLINK](#)

Guidelines for Writing the Case Study

1. Use this case study form for all case studies: including seven sections and seven section headers in your case study.
 2. It is suggested that a team of clinical staff, performance improvement staff and information technology staff is formed to write the case studies.
 3. Submission page limit: Ten pages plus one-page Appendix which includes all graphs and charts. No additional links to other sites will be reviewed. Page lengths given in each section are suggestions. Entire case study can be no longer than ten pages.
 4. Font: 12-point font with one-inch margins.
 5. Include sufficient detail **so that another organization can explain the project to their leadership and replicate it.**
 6. Tell your story weaving metrics and key quality within the text. The Davies Committee will emphasize demonstrated impact on the health of the population served by the applicant.
 7. Appendix: May include graphs, charts and supporting evidence for the answers to the sections below.
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Standards for Quality Improvement Reporting Excellence [SQIRE Methodology]

The **application submission form was developed from the SQIRE¹ methodology** [Standards for Quality Improvement Reporting Excellence (SQIRE)] www.squire-statement.org. The use of SQIRE can be leveraged as a tool in the design of a project.

The SQIRE Guidelines help authors write usable articles about quality improvement/ performance improvement in healthcare so that their findings can be easily discovered and widely disseminated, thus spreading improvement work to a broader population.

The following journals support the SQIRE guidelines: *American Journal of Nursing, Annals of Internal Medicine, British Medical Journal, Canadian Journal of Diabetes, Implementation Science, Joint Commission Journal on Quality and Patient Safety, Journal of General Internal Medicine, Journal of Nursing Care Quality, Quality & Safety in Health Care.*

The Davies Award Committees modified the SQIRE methodology with the intent to capture from applicants how health IT impacted patient safety and quality outcomes.

¹ Ogrinc G, Mooney SE, Estrada C, Foster T, Goldmann D, Hall LW, Huizinga MM, Liu SK, Mills P, Neily J, Nelson W, Pronovost PJ, Provost L, Rubenstein LV, Speroff T, Splaine M, Thomson R, Tomolo AM, Watts B. The SQIRE guidelines for quality improvement reporting: explanation and elaboration. *Quality and Safety in Health Care*. 2008;17(Suppl 1):i13-i32; doi:10.1136/qshc.2008.029058. Accessed 9/25/09. Available at http://qshc.bmj.com/cgi/content/full/17/Suppl_1/i13.



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--- *Davies Public Health Topic - Application Submission Form* ---
--- Cover Page ---

All items described below in this “Cover Page” must be completed as part of your submission. However, the cover page information does not count towards your overall page count.

- **Name of Applicant Organization:** Click here to enter text.
- **Organization’s Address:** Click here to enter text.
- **Submitter’s Name:** Click here to enter text.
- **Submitter’s Title:** Click here to enter text.
- **Submitter’s E-mail:** Click here to enter text.
- **Topic:** Choose a topic.
- List any nationally recognized Public Health accreditation if applicable
- If applicable, identify the [Healthy People 20/20 Goals](#) or [CDC Winnable Battles Goals](#) that the HIT solution and associated workflow are designed to address,

Executive Summary: Please write an overview of your case study. Include a high level description of the problem addressed and the resulting outcome.

Limit: 1 paragraph



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1) Background knowledge

Briefly describe your organization, population served, leadership, your organization's mission, how your organization designed the improvements to meet the needs of your patient population and review the reasons for your health IT solution. Describe the basis for the intervention and summarize the current knowledge of the care problem being addressed.

Suggested Limit: 1 page

2) Local problem being addressed and Intended Improvement

Please describe the public or population health problem that the EHR or health IT solution and resulting workflow changes were intended to correct. Include any available data demonstrating this problem prior to the implementation of the solution.

Describe the intervention in broad details (detail in later section) and *intended* measurable benefits – all that apply

Suggested Limit: 1 page



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3) Design and Implementation

- a) Describe the step-by-step process for the intervention and its component parts in sufficient detail so that others could reproduce it. (Please include any steps that did not work and/or adjustments made in the process).
- b) Indicate the main factors that contributed to choice of the specific intervention (for example, needs analysis; matching relevant improvement experience of others with a similar local situation)
- c) Based on your plans, how did you implement the intervention? Specify how staff members were incorporated into the selection process?

Suggested Limit 2 pages



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4) How was Health IT Utilized?

- a. How was health IT utilized to implement or document your intervention?
- b. What specific technology did you use?
- c. How did you apply the technology?
- d. If you developed a software application or hardware, please describe.

Suggested Limit: 1 page



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5) Value Derived/Outcomes

Describe the actual course of the intervention (for example, sequence of steps, events or phases; type and number of participants at key points). A timeline or graph in the Appendix might be helpful to further describe the intervention.

Provide measurable trended outcomes/value in graph form if possible. Tie to intended benefits.

How has this intervention been utilized? How has it been sustained as you go forward?
Describe extent of utilization of intervention across your system.

Suggested Limit: 3 pages



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6) Lessons Learned

- Identify the major challenge(s) faced in planning and implementing the described HIT solution.
- Briefly describe the steps taken to overcome the identified challenge(s).
- Did you successfully overcome them?
- What were the major lessons learned? Describe how another public health organization can replicate your strategy? What challenges should they anticipate?

Suggested Limit: 1 page



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7 Financial Considerations

Please describe in your response:

- The funding sources, if any, for the described health IT solution.
- The role of the funding source, if any, in the design, planning/implementation, and evaluation of the health IT solution.
- Were capital (e.g., hardware, new software acquisition) and operating funds required or just operating funds? Please describe the capital and operational funds required. Include details on training staff and yearly continuing operational costs.
- Please describe any cost savings or return on investment achieved with your intervention.

Suggested Limit: 1 page.