

MEDTAPP – LifeBio Pilot Study Project Progress Report

Project Title: LifeBio Pilot Study		Project #	
<p>Project Information: LifeBio Pilot Study will evaluate the feasibility and impact of gathering patient life histories and creating biographies that can be shared with staff to improve person-centered care (PCC). The study team will develop and implement an outreach strategy to recruit, train and assist nursing facilities (NF) participating in the LifeBio Pilot Study. LifeBio will develop Life Story Booklets and Summaries, and coordinate their distribution, display, and usage in treatment planning and person-centered care. LifeBio will collect performance data to monitor the implementation process and lessons learned in the Pilot Study and participate in the development of a final report.</p>			
Submission Date: 1/10/2019			
<p>Description of Accomplishments: GRC coordinated biweekly group meetings with all subcontractors in addition to separate meetings with each contractor on weeks opposite of the group meeting, as needed. GRC monitored the progress of UHCAN's volunteer recruitment and training and scheduling of volunteers to conduct interviews in nursing facilities (NFs). GRC monitored the progress of LifeBio in recruiting NFs to the project, conducting staff training and the development and delivery of LifeSummaries and LifeStory booklets to NFs. GRC monitored the progress of BRIA in recruiting NFs to the project, conducting initial site visits and T1 interviews, and collecting staff and family surveys. GRC has also met with to discuss the use of the MDS dataset and project budget. Finally, GRC has communicated with BRIA to finalize their budget and SOW for FY19.</p>			
Emerging/Pending Issues (that could impact schedule, scope or resources):			
Action Steps for Scope of Work/ Deliverables	Status and Description (C= completed, P = progress, NP = no progress)	Target Date	Completion Date
GRC			
GRC held weekly meetings with project partners (ODM, UHCAN, LifeBio, and BRIA) to discuss project progress and next steps on 10/10, 10/26, 11/5, 12/3, and 12/17/2018.	C	12/17/2018	12/17/2018
GRC held an internal meeting to discuss the project budget and next steps on 10/3/2018.	C	10/3/2018	10/3/2018
GRC held a meeting with BRIA to discuss project progress and next steps on 10/29 and 11/26.	C	11/26/2018	11/26/2018
GRC held a meeting with UHCAN to discuss project progress on 10/29 and 11/14.	C	11/14/2018	11/14/2018
GRC met with ODM to discuss the use of the MDS data set in the LifeBio project on 11/13/18.	C	11/13/2018	11/13/2018
GRC met with ODM to discuss updates to the LifeBio budget on 12/7/2018.	C	12/7/2018	12/7/2018
GRC received and processed 14 resident T1 and 125 T1 staff surveys via RedCap and sent a data report to BRIA on 10/17/2018.	C	10/17/2018	10/17/2018
GRC sent an updated data report to BRIA on 12/3/2018.	C	12/3/2018	12/3/2018
GRC received a draft outline of the final report from BRIA on 12/14/2018.	C	12/14/2018	12/14/2018
GRC created and sent a timeline for project activities to the project partners on 10/29/2018.	C	10/29/2018	10/29/2018
GRC sent an updated timeline of project activities to the project partners on 10/29/2018.	C	10/29/2018	10/29/2018
GRC requested an updated budget from BRIA on 10/8/2018.	C	10/8/2018	10/8/2018
GRC sent BRIA an updated SOW for review on 12/19/2018.	C	12/19/2018	12/19/2018
GRC is in the process of executing a DUA between GRC and BRIA.	P	3/29/2019	3/29/2019
Benjamin Rose Institute on Aging			
BRIA is in the process of completing T1 interviews at participating NFs. BRIA completed T1 interviews at Rae Ann Geneva on 10/30/18.	P	1/23/2019	NA
BRIA completed follow-up interviews with 13 residents in Franklin Plaza.	C	11/2/2018	11/2/2018
BRIA is in the process of collecting family surveys and has received 63 completed baseline family surveys by mail as of 12/31/2018.	P	2/8/2019	NA

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BRIA submitted a draft outline of the final report to GRC on 12/18/2018 for review. A draft of the final report with all sections except the analysis and findings is underway for submission on 3/30/19.	P	3/30/2019	NA
LifeBio			
Lake Pointe Rehab: LifeBio reconnected via phone and email on 11/6/18 with Lake Pointe.	C	11/16/2018	11/16/2018
Life Care Center: LifeBio attempted to reengage Life Care Center beginning on 11/6/18. LifeBio sent Priority mail package consisting of the nursing facility recruitment letter, an overview of the LifeBio Project, an interest form, and a finished LifeBio sample packet on 11/8/18. Followed up with VM on 11/15/18. Called back and spoke to administrator on 11/28/18, at which time she requested LifeBio resend all the information which was done again via Priority mail on 11/28/18. VM on 12/7/18; VM and email on 12/27/18; final VM on 12/31/18.	C	12/31/2018	12/31/2018
Eliza Bryant: LifeBio sent Priority mail package consisting of the nursing facility recruitment letter, an overview of the LifeBio Project, an interest form, and a finished LifeBio sample packet on 11/8/18. Conversation with the site liaison on 11/19/18 (answered questions and addressed concerns). Site ultimately agreed to participation. Acceptance letter presented to BRIA at an in-person meeting.	C	11/19/2018	11/19/2018
Pleasant Lake Villa: LifeBio sent Priority mail package consisting of the nursing facility recruitment letter, an overview of the LifeBio Project, an interest form, and a finished LifeBio sample packet on 11/8/18. VMs on 11/15/18, 11/28/18; both VM and email on 12/7/18. On 12/12 spoke with facility. VM and email 12/27/18; final VM 12/31.	C	12/31/2018	12/31/2018
St. Augustine Manor: LifeBio sent Priority mail package consisting of the nursing facility recruitment letter, an overview of the LifeBio Project, an interest form, and a finished LifeBio sample packet on 11/8/18. VMs on 11/15/18, 11/28/18. VM and email on 12/7/2018 and 12/27/18; final VM 12/31/18.	C	12/31/2018	12/31/2018
Plesantview Care Center: LifeBio sent Priority mail package consisting of the nursing facility recruitment letter, an overview of the LifeBio Project, an interest form, and a finished LifeBio sample packet on 11/8/18. Spoke to administrator on 11/15/18 and she indicated interest and that the acceptance letter was in the mail. 11/26/18: acceptance letter received by LifeBio.	C	11/26/2018	11/26/2018
LifeBio conducted staff training at Carington.	C	12/3/2018	12/3/2018
LifeBio conducted staff training conducted at Rae-Ann Geneva.	C	12/3/2018	12/3/2018
LifeBio returned to Franklin Plaza to discuss progress and initiate QI.	C	12/27/2018	12/27/2018
LifeBio team conducted 5 Resident Interviews at Rae-Ann Westlake with the assistance of 1 volunteer (Yvonne Oliver).	C	11/13/ 2018	11/13/ 2018
LifeBio team conducted 6 Resident Interviews at University Manor with the assistance of 1 volunteer (Yvonne Oliver).	C	11/29/2018	11/29/2018
LifeBio team conducted 10 Resident Interviews at Falling Water with the assistance of 1 volunteer (Yvonne Oliver).	C	12/4/2018	12/4/2018
LifeBio team conducted 5 Resident Interviews at Falling Water with the assistance of no volunteers.	C	12/5/2018	12/5/2018
LifeBio team conducted 2 Resident Interviews at Algart with the assistance of no volunteers.	C	12/5/2018	12/5/2018

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LifeBio team conducted 4 Resident Interviews at Rae-Ann Westlake with the assistance of no volunteers.	C	12/5/2018	12/5/2018
LifeBio team conducted 1 Resident Interview at Algart with the assistance of no volunteers.	C	12/12/2018	12/12/2018
LifeBio team conducted 1 Resident Interview at Falling Water with the assistance of no volunteers.	C	12/12/2018	12/12/2018
LifeBio team conducted 1 Resident Interview at University Manor with the assistance of no volunteers.	C	12/12/2018	12/12/2018
LifeBio team conducted 12 Resident Interviews at Lutheran Home with the assistance of no volunteers.	C	12/19/2018	12/19/2018
LifeBio conducted Book presentation at Rae-Ann Westlake.	C	12/19/2018	12/19/2018
LifeBio team conducted 8 Resident Interviews at Carrington with the assistance of 1 volunteer (Yvonne Oliver).	C	12/20/2018	12/20/2018
LifeBio team conducted 1 Resident Interview at Stratford with the assistance of no volunteers.	C	12/27/2018	12/27/2018
LifeBio conducted Book presentation at Algart.	C	12/27/2018	12/27/2018
UHCAN			
UHCAN identified volunteers from community-based health and senior centers, NF volunteers, Cleveland Jewish Federation 'IMPACT' volunteer program for adults 50+ years, and academic institutions.	C	10/24/18	10/24/18
UHCAN recruited and trained a total of 30 volunteers to conduct LifeBio "About Me" interviews.	C	10/24/18	10/24/18
UHCAN, in coordination with LifeBio, is in the process of completing LifeStory interviews. Interviews have been completed at: Rae-Ann Westlake, 11/13/2018 Falling Water, 11/15/2018 University Manor, 11/29/2018 Falling Water, 12/04/2018 Carrington, 12/20/2018 Stratford, 12/27/2018	P	1/31/2019	1/31/2019
UHCAN updates the shared Google Doc created with BRIA, LifeBio and UHCAN to assist with project tracking weekly. Additional tracking documents have been created to assist with volunteer assignments.	P	06/30/2019	06/30/2019
<input type="checkbox"/> Documents Attached (describe):			
Recommended Changes to Project Plan:			
<input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Deliverables <input type="checkbox"/> Resource Allocation <input type="checkbox"/> Other			
Description:			
Approved by:			Date: