



THE KRESGE FOUNDATION



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# PRAPARE Readiness Assessment Tool

## Protocol for Responding to and Assessing Patient Assets, Risks, and Experiences

Use this tool to help identify your organization’s readiness to implement PRAPARE.

### Instructions for Use

You can use this tool in several ways:

- Distribute it to members of your leadership team in advance of a meeting where you will discuss its results
- Bring it to a leadership team meeting to discuss readiness
- Have a facilitator use it to rate your leadership team’s meeting after a group discussion

The PRAPARE project is a major undertaking and significant leadership is needed to carry it out effectively. Be honest about the general state of affairs within your organization.

Tally the total number of checks made in each column. The more checks in the *moderately prepared* and *highly prepared* columns, the more ready your organization is ready for PRAPARE. If you find many checks in the *not yet prepared* column, look at the statements in the columns for *moderately prepared* or *highly prepared*. These will give you guidance on where you want your organization to be and how to get there. The assessment may suggest the need for organizational development prior to undertaking the PRAPARE project.

Readiness Area	Readiness Component	Not Yet Prepared	Moderately Prepared	Highly Prepared
Culture of Organization	PRAPARE is viewed as...	<input type="checkbox"/> Only a national standard.	<input type="checkbox"/> Primarily a project to collect social determinants of health (SDH) data.	<input type="checkbox"/> A component of clinical transformation to enable quality of care and patient health care improvement by identifying and addressing the SDH.
	The PRAPARE project management process includes...	<input type="checkbox"/> The administrator primarily driving the project.	<input type="checkbox"/> A large group of individuals primarily for communication purposes.	<input type="checkbox"/> An identified Project Manager working across clinical, IT, leadership, and data staff.
	Health center stakeholder engagement	<input type="checkbox"/> Is not feasible.	<input type="checkbox"/> Primarily consists of executive leadership	<input type="checkbox"/> Is active, where all staff at all levels are engaged and understands the importance of the

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				project and its impact to patients' health and wellness
	Communication and buy-in: Staff...	<input type="checkbox"/> Have not yet been told about PRAPARE implementation.	<input type="checkbox"/> Have been given general information about PRAPARE implementation and training, but generally have little idea how it will impact their work.	<input type="checkbox"/> Have been included in communications about the PRAPARE implementation, including some specific early planning and data collection training activities.
<b>Leadership and Management</b>	Leadership...	<input type="checkbox"/> Believes PRAPARE implementation is necessary, but is divided as to the return on investment	<input type="checkbox"/> Has studied the pros and cons of implementing PRAPARE and can make an argument for why benefits outweigh costs.	<input type="checkbox"/> Understands the benefits of implementing PRAPARE and sets a clear and consistent vision for how SDH data collection supports efficiency and quality improvement goals.
	Quality and efficiency through PRAPARE implementation...	<input type="checkbox"/> Have been discussed, but no specific goals for improvement have been made.	<input type="checkbox"/> Is recognized, but not defined in a measurable way nor connected with PRAPARE implementation.	<input type="checkbox"/> Is documented, with specific, reportable measures that are clearly connected with PRAPARE implementation.
	PRAPARE reports for management, quality improvement, etc...	<input type="checkbox"/> Have not been defined or documented.	<input type="checkbox"/> Have been partially defined but have not been documented.	<input type="checkbox"/> Have been defined, documented, and requirements included in the data reporting documentation.
	PRAPARE data utility for developing interventions and community partnerships	<input type="checkbox"/> Have not been identified or documented.	<input type="checkbox"/> Have been partially identified but have not been documented.	<input type="checkbox"/> Have been identified and documented, and partnerships have been initiated.
	Staffing needs for PRAPARE implementation and use...	<input type="checkbox"/> Have not been analyzed.	<input type="checkbox"/> Are generally understood, but a staffing plan has not been developed.	<input type="checkbox"/> Have been documented in a staffing model, detailing current and proposed needs.

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<b>Workflow and Process Improvement</b>	Current and proposed PRAPARE-enabled workflow, including estimated patient volumes and staffing are...	<input type="checkbox"/> Not developed.	<input type="checkbox"/> Generally expected to change and there is a focus on general improvement efforts, but specific information workflow and data mapping has not been initiated.	<input type="checkbox"/> Understood to change, effort has been directed to assessing current workflow/ processes and there is good acceptance of need for standardization.
	PRAPARE-enabled referrals, and other patient-specific hand-offs...	<input type="checkbox"/> Have not been evaluated.	<input type="checkbox"/> Have been discussed but no specific plan exists.	<input type="checkbox"/> Have been designed and requirements included in the planning documentation.
<b>Technology</b>	IT staff that will support PRAPARE implementation...	<input type="checkbox"/> Are non-existent with total reliance on outsourcing	<input type="checkbox"/> Are able to maintain current systems and have limited experience with system integration or data conversion and tend to rely on the vendor to detail the tasks and activities.	<input type="checkbox"/> Have strong experience with system integration, data conversion and managing expert resources to fill internal skill or knowledge gaps.
	IT staffing for PRAPARE implementation, maintenance, infrastructure, and ongoing user support...	<input type="checkbox"/> Has not been analyzed.	<input type="checkbox"/> Has been analyzed, but staff have not yet been assigned or dedicated.	<input type="checkbox"/> Has been documented in a staffing plan and requirements have been included in the planning process.
	IT reporting requirements for PRAPARE implementation...	<input type="checkbox"/> Is generally understood to be needed but has not been evaluated.	<input type="checkbox"/> Has been evaluated but not documented in the planning process.	<input type="checkbox"/> Has been performed and requirements included in the planning process.
	IT data analytics requirements including data aggregation for PRAPARE implementation...	<input type="checkbox"/> Is generally understood to be needed but has not been evaluated.	<input type="checkbox"/> Has been evaluated but not documented in the planning process.	<input type="checkbox"/> Has been performed and requirements included in the planning process.

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	An assessment of vendor changes necessary to support PRAPARE implementation and use...	<input type="checkbox"/> Is generally understood to be needed but has not been evaluated.	<input type="checkbox"/> Has been performed but not documented in the planning process.	<input type="checkbox"/> Has been performed and requirements included in the planning process.
Please fill in the total items checked in each category:				

1. Please provide further comments or explanation of your responses above.

2. If you have checked items in the *not yet prepared* or *moderately prepared* column, please explain your plans to address them to move toward being *highly prepared*.

3. Were there other important readiness factors that were not included in this document that would be helpful for us to include in a future revision?

4. Please provide any further comments or feedback.