



## Quick Start Checklist

### **FIRST**

- 1. Recruit QI team: physician, nurse, administration champion, and if available, a parent champion
- 3. Attend the Homeward Bound Kickoff Meeting (October 18, 2023, from 9 am to 4 pm)
- 4. Complete the Homeward Bound Pre-Implementation Survey and identify team goals
- 5. Write down questions or concerns

### **NEXT**

- 1. Review, complete and return Homeward Bound Data Use Agreement.
- 2. Review FPQC Homeward Bound website to understand improvement goals and strategies:
  - a. Online Homeward Bound Toolkit
  - b. Overview slide set
  - c. Other evidence-based resources in the online Homeward Bound Toolbox
- 2. Attend the Homeward Bound Data Collection webinar on October 24, 2023, at 2 pm ET.
- 3. Schedule regular team meetings and develop communication plan to keep stakeholders updated on initiative
- 4. Create a draft 30-60-90 day plan. This plan helps your team decide where to start and identify what you want to accomplish in the first 3 months. Call it the "where should we start" plan.
- 5. Schedule your hospital's own on-site kickoff for January 2024.
- 6. Prioritize and plan your first Plan-Do-Study-Act (PDSA) cycle
- 7. Schedule virtual consultation with FPQC

### **ONGOING**

- 1. Participate in monthly coaching calls and other educational activities
- 2. Submit monthly and quarterly data
- 3. Review data reports with QI team, staff, providers, and administration
- 4. Review and update 30-60-90-day plan at your regular QI meetings (we recommend monthly)
- 5. Reach out to FPQC for help, and celebrate successes with your team, early and often

All Homeward Bound Initiative Resources are available at [fpqc.org/homeward-bound](https://fpqc.org/homeward-bound)

## Homeward Bound Quick Start Overview

### FIRST

1. Recruit **QI team reps**: Physician, RN, CNM, Social Work/Case Management, Administrator, Patient, and others (EHR expert, QI rep). Recruit champions, not necessarily department managers. Champions have the 4 C's: Commitment, Clout, Credibility and Charisma. Successful teams include front line clinical experts, operational leaders, quality improvement experts and senior leaders. Some hospitals find creating a "Charter" to guide the team is helpful.
2. Attend **Homeward Bound Kickoff meeting** (October 18, 2023). This is a unique opportunity to learn about the toolkit and resources, as well as the scope of the Homeward Bound Initiative.
3. Complete the **Homeward Bound Pre-Implementation Survey** and identify team goals. This survey will help you understand current barriers and opportunities for getting started with Homeward Bound Initiative. There are no right answers! It is OK to start with lots of opportunities for improvement.
4. Write down questions/concerns. Connect with FPQC (fpqc@usf.edu) for answers.

### NEXT

1. Review the **Homeward Bound Data Use Agreement** and forward to the appropriate parties for signature.
2. Review the FPQC **Homeward Bound Toolkit**, the **Homeward Bound Overview slide set**, and other evidence-based resources to understand improvement goals and strategies. These are all available at [fpqc.org/homeward-bound](https://fpqc.org/homeward-bound)
3. Attend the **Homeward Bound Data Collection Webinar** on October 24, 2023, at 2 pm ET. We will review definitions, tools, and procedures for data collection and submission.
4. Schedule regular **QI team meetings (monthly)** and develop a **communication plan** with your hospital's team and other stakeholders to be sure everyone is aware on an ongoing basis of your successes and challenges. Some hospitals find charters helpful to communicate this plan.
5. Create a **30-60-90 day plan**. This plan helps your team decide where to start, identify what you want to accomplish in the first 3 months and helps you track your progress. Review the **Homeward Bound Key Driver Diagram** to identify interventions, focus on activities to standardize how you will address the areas of strengths, challenges, and opportunities.
6. Schedule your **hospital launch** for January 2024. Launch the **Homeward Bound Initiative** in a manner that effectively communicates to your entire team and supporting departments that you are embarking on this key quality improvement initiative. Consider offering an interdisciplinary Grand Rounds or other presentations at department meetings. Creatively communicate information to the unit and other departments involved to get your hospital engaged. **Consider inviting C-Suite representatives to the Kickoff so they are aware and supportive of the initiative.**
7. Plan your first **PDSA cycle** with your team to address your 30-60-90 day plan. These small tests of change help your hospital test process/system changes to reach initiative goals. Start small and test a change/improvement with one nurse, one provider, and one patient for one week. Review results, make improvements and implement if successful, repeat cycle if improvement is needed.
8. Schedule an **on-site or virtual consultation** with FPQC and/or your designated "Coach-Mentors." Ideally this starts with a one-to-one call with both nurse and provider reps. Additional options include Grand Rounds, virtual participation in Homeward Bound team meetings or other peer-to-peer modalities. Work with FPQC coach-mentors to determine the best strategy for your team.

### ONGOING

1. Participate in **monthly coaching calls and educational activities**. Be prepared to share a PDSA for each driver for a shared learning experience. Share coaching call information with the entire Homeward Bound team after each call.
2. Submit **monthly and quarterly data** timely. Reach out to the FPQC staff with questions anytime! We are here to help!
3. Review quality improvement **data reports** with the **entire team**. Remember to keep all clinicians and administrators informed.
4. Review and update, as needed, your team's **30-60-90 day plan** for key improvement areas at your regular QI meetings (monthly recommended). Remember we will be working together on this initiative into 2025!
5. Reach out to **FPQC** for help, and celebrate with your team, early and often.