**Stage 3: Completing the FPQC and TJC Applications**

Completing the Application:

* Submit FPQC funding application ([fpqc.org/lomc](https://health.usf.edu/publichealth/chiles/fpqc/lomc)) and subsequent Letter of Commitment
* Contact TJC to open/update account to include LOMC and get overview of application process
* Route TJC verification contract for signature
* Documents to upload prior to site visit
  + Program Info, Scope and Roles:

▪ List of interdisciplinary team members

▪ Current list of patients being managed through the perinatal care program (maternal population)

▪ If there are a limited number of admissions, a list of discharged patients who received care, treatment and services from the perinatal care team. This request can go back as far as the past four months for initial reviews

* Policies:

▪ Policy and procedures guiding patient’s treatment course when initially seen in the Emergency Department or moved directly to the Operating Room

▪ Patient discharge or transfer procedures and procedures guiding communication of health information, if different from hospital

▪ Program-specific orientation and competency assessment documentation for team members

▪ Credentialing/Privileging Process/Policy

* + Call Schedules:

▪ Program’s schedule for interdisciplinary team meetings and/or program rounds ▪ Program’s back-up schedule for perinatal services to meet the needs of mother

* + Order Sets: (Provide examples to correspond with policies)

▪ Order sets, care plans, protocols, and critical pathways, as applicable

▪ In-patient assessments and reassessments (e.g., physical, functional, nutrition, psychological)

▪ Standardized scales used for physical and psychological symptom management, if applicable

* + Patient Education:

▪ Information given to patients about the perinatal care program

▪ Examples of patient/family educational materials

* FPQC patient education materials
  + Data: (provide examples)

▪ Program-specific performance improvement plan

▪ Performance improvement action plans that demonstrate how data have been used to improve program care and services, when available

* FPQC Quality Improvement initiatives data, PDSA, meeting notes, 30-60-90-day plans

Tools and resources to assist in the application process include:

* + TJC application slides
  + TJC Contract
  + TJC MLC Verification Process Guide
  + TJC MLC Verification Roadmap
  + TJC Billing Tip Sheet
  + Verification Document List
  + Performance Improvement Plan template
  + Clinical Practice Guidelines Sample
  + Sample Level II Transfer Agreement Policy
  + Sample Level IV Transfer Agreement Policy
  + Policy Grid
  + Scope of Practice Example
  + LOMC Quick Start Checklist
  + LOMC Suggestions from Colleagues