



Site based quality meetings FAQ

April 1, 2024



Site-based quality meeting FAQ

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Documentation: Overview

Virtual

- All MARCQI surgeons who attended virtually must be identified on the screenshot(s) with legible virtual meeting IDs. If they are not present on the screenshot(s), they did not attend
- All MARCQI surgeons who attended virtually are part of your site account
 - If not, please complete this form to add the surgeon to your site so that they are able to obtain credit for their attendance
- Once the form is complete, please confirm the surgeon is on your site account before submitting
- Your clinical champion has completed the attestation to the sign in sheet via email or physical signature with the following statement: I, _____, as the MARCQI Clinical Champion at _____ confirm that the documented attendance for the meeting noted is accurate.
- Your agenda clearly notes the date of the meeting and site name
- The date on the agenda must match the date of the submission made on the MARCQI database
- Both the sign in sheet & agenda are in PDF format
- Please submit the meeting documentation via the MARCQI database as soon as you can so that your site's progress can be updated appropriately

In-person

- All MARCQI surgeons who attended in person printed and signed* their name
 - *Typed names and/or copy & paste signature are not accepted
- All MARCQI surgeons who attended in person are part of your site account
 - If not, please complete this form to add the surgeon to your site so that they are able to obtain credit for their attendance
- Once the form is complete, please confirm the surgeon is on your site account before submitting
- Your clinical champion has completed the attestation to the sign in sheet via physical signature
- Your agenda clearly notes the date of the meeting and site name
- The date on the agenda must match the date of the submission made on the MARCQI database
- Both the sign in sheet & agenda are in PDF format
- Please submit the meeting documentation via the MARCQI database as soon as you can so that your site's progress can be updated appropriately

Hybrid meeting?

Both virtual and in-person documentation is required



Documentation: Previously shared FAQs

- **Outside of the clinical champion and CDA, is there minimum number of attendees needed to for the site-based QI meeting count?**
 - We ask that there is at least one other person involved in joint-replacement surgery pre, peri, and post-operative care present to discuss the materials.
 - These could include quality directors, advanced practice providers, clinic/surgery coordinators, or other persons involved in total arthroplasties and orthopedics at the site
- **Do we have to use the modified slide deck from the most recent collaborative-wide meeting at our site-based QI meeting?**
 - No, the modified slide deck is provided as a potential resource for sharing information from the collaborative-wide meeting if you choose to use it.
- **What are the Clinical Champion's responsibilities during a site-based QI meeting?**
 - Clinical Champions must attend the site-based QI meeting and sign off on the attendance/sign-in sheet for the meeting



Documentation: Previously shared FAQs

- **Do I need to turn in the checklist a part of my site-based QI meeting documentation?**
 - No, please do not include the checklist as part of your site-based QI meeting documentation.
- **Can a site-based QI meeting be both in-person and virtual at the same time?**
 - Yes, hybrid meetings are accepted when documentation of each arm (e.g., in-person, virtual) is provided.
 - Both the in-person and virtual sign in sheets will need to be completed. One for the people in-person and the other for those who attended virtually.
- **If a MARCQI surgeon missed the site-based QI meeting, can the Clinical Champion conduct another site-based QI meeting?**
 - Yes, the site would need to submit a separate sign-in sheet and agenda for the additional meeting/s to be counted as a site-based QI meeting for the MARCQI surgeon



Documentation: Previously shared FAQs

- **Can a MARCQI surgeon attend site-based QI meetings at more than one site?**
 - Yes, a MARCQI surgeon can attend site-based QI meetings at more than one site in a calendar year to count towards their 3 of 3 site-based QI meeting attendance to meet the VBR metric and ABOS MOC SAE credit.
 - The MARCQI surgeon must still attend at least **1** site-based QI meeting at a site at which they operate following each MARCQI collaborative-wide meeting in a calendar year to meet the 3 of 3 site-based QI meeting attendance

- **What is ABOS MOC SAE?**
 - The American Board of Orthopaedic Surgery (ABOS) Maintenance of Certification (MOC) committee approved active participation in MARCQI as an alternate choice for earning self-assessment examination (SAE) credits for the Board's MOC process.
 - Each diplomate is able to receive **10** SAE credits for each year of MARCQI participation by attending 3 of 3 site-based QI meetings as an alternative to **10** scored and recorded SAE credits



Documentation: Standardization & practices

Why?

- To ensure all partners are aware of the expectations for documentation and the new process
- All reviewers follow the same guidelines and expectations to documentation received
- Quality assurance in submitted documentation
- Support correct data capture for surgeons that may operate across different sites
- Increase transparency for attendance-based metrics tracking
 - (e.g., Pay for Performance (P4P), Performance Incentive (PI), Value Based Reimbursement (VBR), American Board of Orthopaedic Surgery (ABOS) Maintenance of Certification (MOC) self-assessment examination (SAE) credits)



Clinical Champion attestation issues

- **Issue 1:** Clinical Champion attestation date is prior to the date of the site-based quality meeting.

- **Example:**

MARCQI Site based quality meeting documentation (in-person)

Date of meeting: 2-27-2024

Type of meeting:
1st 2024 Site based quality meeting - Occurs between February 3, 2024 - June 0, 2024
2nd 2024 Site based quality meeting - Occurs between June 8, 2024 - September 26, 2024
3rd 2024 Site-based quality meeting - Occurs between September 28, 2024 - November 15, 2024

Site represented: [Redacted]

MARCQI surgeons present (in-person):

	First name	Last name	Signature (required for credit)
1	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]
5	[Redacted]	[Redacted]	[Redacted]
6	[Redacted]	[Redacted]	[Redacted]

Other attendees present (in-person):

	First name	Last name	Role	Signature
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]	[Redacted]
5	[Redacted]	[Redacted]	[Redacted]	[Redacted]
6	[Redacted]	[Redacted]	[Redacted]	[Redacted]

I, [Redacted], as the MARCQI Clinical Champion at [Redacted] attest that the information provided is accurate.

Signature: [Redacted] Date: 2/26/24

Submissions must be received by:
• 1st 2024 Site based quality meeting - June 9, 2024
• 2nd 2024 Site based quality meeting - September 26, 2024
• 3rd 2024 Site-based quality meeting - November 15, 2024

Reason:

Pre-signed forms are not accepted as attendance attestations for site-based quality meetings

Solution:

Clinical Champion must sign the day of the meeting or afterwards upon reviewing the sign-in sheet.



Clinical Champion attestation issues

- **Issue 2:** Clinical Champion is not able to sign a paper version of the virtual meeting sign-in sheet.
- **Solution:**
 - Forward a copy of the sign in sheet via email to the Clinical Champion's attention for review.
 - Clinical champion will need to reply to email that they agree that:
I, Clinical Champion name, as the MARCQI Clinical Champion at Site name confirm that the documented attendance for the meeting noted is accurate.
 - Attach the email with to, from, and date of the message clearly displayed to the sign in sheet as a single PDF to use as a verified signature.




Clinical Champion attestation issues

- **Issue 3:** Clinical Champion misses scheduled site-based quality meeting
- **Reason:**
 - Meeting does not meet the attendance requirements for a site-based quality meeting and will not be accepted
 - Required attendees of a site-based quality meeting are:
 - Clinical Champion
 - Clinical Data Abstractor
 - Another individual involved in joint replacement care
- **Solution:**
 - Reschedule the site-based quality meeting so that the Clinical Champion can attend with other required attendees



Virtual meeting documentation

- **Issue 1:** Virtual meeting ID does not match the screenshot and provided documentation.

 **MARCQI Site based quality meeting documentation (Virtual)**

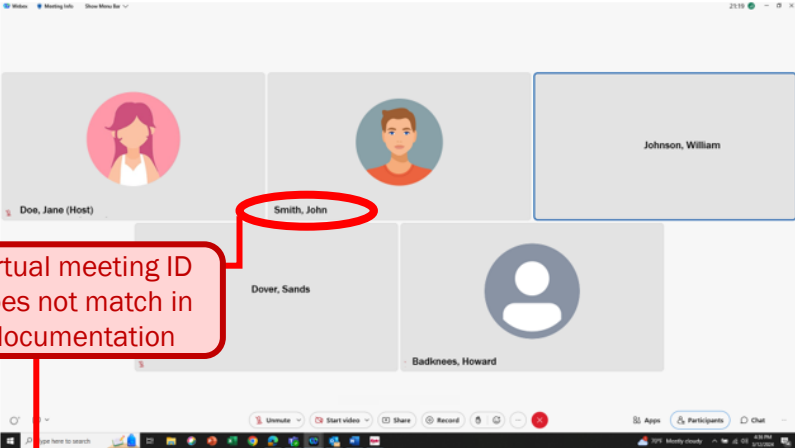
Date of meeting: _____ March 14, 2024 _____

Type of meeting:

- 1st 2024 Site based quality meeting - Occur between February 3, 2024 - June 6, 2024
- 2nd 2024 Site based quality meeting - Occurs between June 8, 2024 - September 26, 2024
- 3rd 2024 Site-based quality meeting - Occurs between September 28, 2024 - November 15, 2024

Site represented: _____ MARCQI Test Hospital 1 _____

Screenshot of virtual meeting attendees with visible virtual meeting IDs (these must match the sign-in sheet):



Identify the MARCQI surgeons on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name
1	John Smith	John	Smith
2	William Johnson	William	Johnson
3	Howard Badknees	Howard	Badknees

Other attendees on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name	Role
1	Jane Doe	Jane	Doe	CDA
2	Sands Dover	Sands	Dover	Quality Director



Virtual meeting documentation

- **Issue 1:** Virtual meeting ID does not match the screenshot and provided documentation.
- **Reason:**
 - Sites may be very familiar with everyone at their facility; however the coordinating center is not.
 - Please help us by matching the IDs to the documentation exactly.
- **Solution:**
 - Ensure the sign-in sheet matches the screenshot shared **EXACTLY**.

MARCQI Site based quality meeting documentation (Virtual)

Date of meeting: _____ March 14, 2024 _____

Type of meeting:

- 1st 2024 Site based quality meeting – Occur between February 3, 2024 – June 6, 2024
- 2nd 2024 Site based quality meeting – Occurs between June 8, 2024 – September 26, 2024
- 3rd 2024 Site-based quality meeting – Occurs between September 28, 2024 – November 15, 2024

Site represented: _____ MARCQI Test Hospital 1 _____

Screenshot of virtual meeting attendees with visible virtual meeting IDs (these must match the sign-in sheet):

Identify the MARCQI surgeons on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name
1	Smith, John	John	Smith
2	Johnson, William	William	Johnson
3	Badknees, Howard	Howard	Badknees

Other attendees on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name	Role
1	Doe, Jane	Jane	Doe	CDA
2	Dover, Sands	Sands	Dover	Quality Director

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Virtual meeting documentation

- **Issue 2:** Unidentified meeting attendees on screenshot

- **Solution:**

- Document the EXACT virtual meeting ID seen in the screenshot into the sign-in sheet.
- Clearly identify the person who attended by first and last name.

MARCQI Site based quality meeting documentation (Virtual)

Date of meeting: _____ March 14, 2024 _____

Type of meeting:

- 1st 2024 Site based quality meeting – Occur between February 3, 2024 – June 6, 2024
- 2nd 2024 Site based quality meeting – Occurs between June 8, 2024 – September 26, 2024
- 3rd 2024 Site-based quality meeting – Occurs between September 28, 2024 – November 15, 2024

Site represented: _____ MARCQI Test Hospital 1 _____

Screenshot of virtual meeting attendees with visible virtual meeting IDs (these must match the sign-in sheet):

Virtual meeting ID EXACTLY MATCHES documentation

Virtual meeting ID EXACTLY MATCHES documentation

Unidentified attendees clearly identified with first & last name

Identify the MARCQI surgeons on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name
1	(567) ***-8579	John	Smith
2	Johnson, William	William	Johnson
3	Unknown (1)	Howard	Badknees

Other attendees on the screenshot (Virtual):


	Virtual meeting ID	First name	Last name	Role
1	Doe, Jane	Jane	Doe	CDA
2	Dover, Sands	Sands	Dover	Quality Director

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Virtual meeting documentation

- **Issue 3:** Screenshot is not legible

 **MARCQI Site based quality meeting documentation (Virtual)**

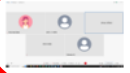
Date of meeting: _____ March 14, 2024 _____

Type of meeting:

- 1st 2024 Site based quality meeting - Occur between February 3, 2024 - June 6, 2024
- 2nd 2024 Site based quality meeting - Occurs between June 8, 2024 - September 26, 2024
- 3rd 2024 Site-based quality meeting - Occurs between September 28, 2024 - November 15, 2024

Site represented: _____ MARCQI Test Hospital 1 _____

Screenshot of virtual meeting attendees _____ the sign-in sheet):

 **Unable to read screenshot to compare to the documentation below**

Identify the MARCQI surgeons on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name
1	Smith, John	John	Smith
2	Johnson, William	William	Johnson
3	Badknees, Howard	Howard	Badknees

Other attendees on the screenshot (Virtual):

	Virtual meeting ID	First name	Last name	Role
1	Doe, Jane	Jane	Doe	CDA
2	Dover, Sands	Sands	Dover	Quality Director
3				
4				
5				
6				

Email attestation from the clinical champion must be included: I, _____
as the MARCQI Clinical Champion at _____ confirm that the
documented attendance for the meeting noted is accurate.
Email signature or completion of the statement and physical signature to this form is acceptable as well.

Submissions must be received by:

- 1st 2024 Site based quality meeting - June 6, 2024
- 2nd 2024 Site based quality meeting - September 26, 2024
- 3rd 2024 Site-based quality meeting - November 15, 2024



Virtual meeting documentation

- **Issue 3:** Screenshot is not legible
- **Reason:**
 - Coordinating Center can not validate information shared in documentation
- **Solution:**
 - Ensure screenshot is legible—even if it has to be on a separate page of the sign in sheet

MARCQI Site based quality meeting documentation (Virtual)

Date of meeting: March 14, 2024

Type of meeting:
 1st 2024 Site based quality meeting - Occur between February 3, 2024 - June 6, 2024
 2nd 2024 Site based quality meeting - Occurs between June 8, 2024 - September 26, 2024
 3rd 2024 Site-based quality meeting - Occurs between September 28, 2024 - November 15, 2024

Site represented: MARCQI Test Hospital 1

Screenshot of virtual meeting attendees with visible virtual meeting IDs (these must match the sign-in sheet):

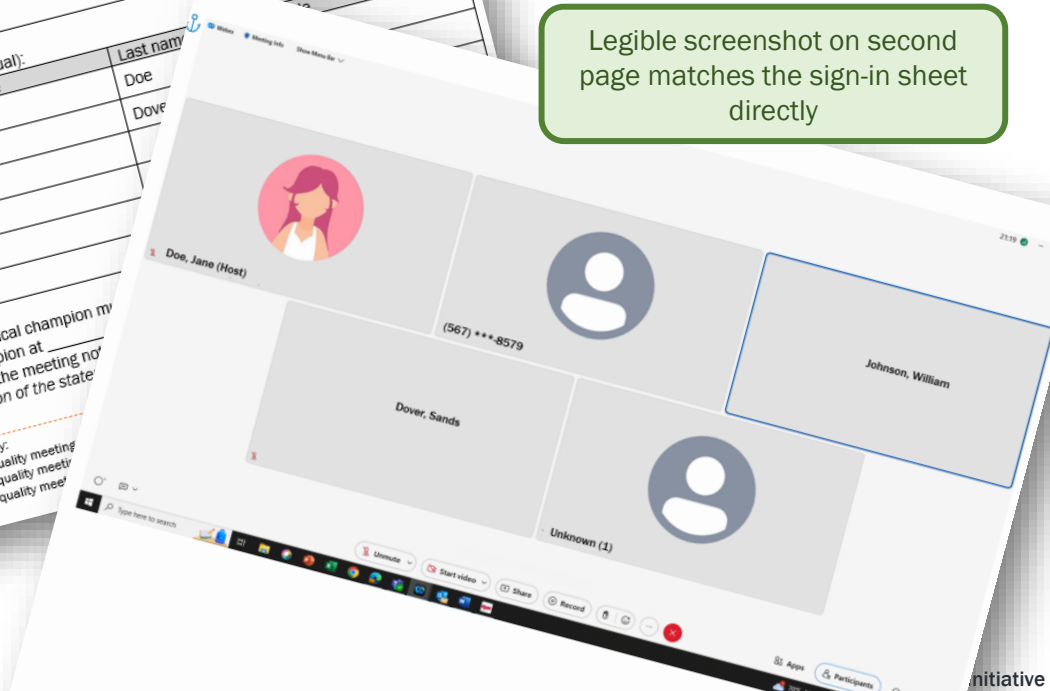
Identify the MARCQI surgeons on the screenshot (Virtual):		
Virtual meeting ID	First name	Last name
1	Smith, John	Smith
2	Johnson, William	Johnson
3	Badknees, Howard	Badknees

Other attendees on the screenshot (Virtual):		
Virtual meeting ID	First name	Last name
1	Doe, Jane	Doe
2	Dover, Sands	Dover
3		
4		
5		
6		

Email attestation from the clinical champion by _____ as the MARCQI Clinical Champion at _____ documented attendance for the meeting not documented attendance for the meeting not documented attendance for the state _____
Email signature or completion of the state _____

Submissions must be received by:
• 1st 2024 Site based quality meeting
• 2nd 2024 Site based quality meeting
• 3rd 2024 Site-based quality meeting

Legible screenshot on second page matches the sign-in sheet directly





Multiple files and file formats

- **Issue 1:** Sites submit multiple files for sign-in sheet documentation delaying approval process
- **Reason:**
 - Multiple file types (e.g., WORD, JPEG, PNG, PDF, etc.) create confusion on information being documented
 - More time is required to validate these types of sign in sheets and can lead to delays to and errors upon review
 - Since February 2024, the request has been for all documentation to be submitted as a PDF
- **Solution:**
 - Combine multiple file types into a singular PDF for sign-in sheet documentation
 - The PDF does not have to be one page
 - If the meeting is hybrid—e.g., both in-person and virtual, two PDFs can be turned in for sign-in sheet documentation



Meeting agenda discordance

- **Issue 1:** Date of agenda does not match the date on the sign-in sheet or on the database submission

The screenshot displays the 'Site-Based QI Meeting Tracking' interface. The 'Date of Meeting' field is circled in red and contains '03-19-2024'. A red arrow points from this field to a red box containing the text 'Meeting dates do not match'. Another red arrow points from this box to a sign-in sheet where the 'Date of meeting' is 'March 14, 2024', also circled in red. Below the sign-in sheet, a document for 'MARCQI Test Hospital 1' is shown with the date 'March 16, 2024' circled in red. At the bottom, an agenda is visible with items: '1. CALL TO ORDER', '2. APPROVAL OF MINUTES - November 7, 2023', '3. NEW BUSINESS', and '4. STANDARD BUSINESS'.



Meeting agenda discordance

- **Issue 1:** Date of agenda does not match the date on the sign-in sheet or on the database submission

- **Solution:**

- Ensure that the date on the agenda, sign-in sheet, and database match prior to submission

The image shows a composite of several documents related to a quality improvement meeting. At the top is a screenshot of a 'Site-Based QI Meeting Tracking' form. The 'Date of Meeting' field is circled in green and contains the text '03-16-2024'. A green callout box with the text 'Meeting dates DO match' has arrows pointing to this date on the form and to the date 'March 16, 2024' on a document titled 'MARCQI Site based quality meeting documentation (Virtual)'. The document also has a green circle around 'March 16, 2024'. Below the form is a screenshot of a virtual meeting interface for 'MARCQI Test Hospital 1', showing a list of attendees including 'Doe, Jane (Host)', 'Badknees, Howard', and 'Johnson, William'. A green circle highlights 'Orthopedic Unit March 16, 2024' on this interface. At the bottom, a document lists the meeting agenda: '1. CALL TO ORDER', '2. APPROVAL OF MINUTES -- November 7, 2023', '3. NEW BUSINESS', and '4. STANDARD BUSINESS' with sub-item '4.1. Organizational Metrics Joint Commission Update'. A sign-in sheet at the bottom right has fields for 'Last name' (with 'mith', 'son', 'ses' visible) and 'Role'.



Meeting agenda discordance

- **Issue 2:** Agenda does not note a MARCQI specific update



MARCQI Test Hospital 1

**Orthopedic Unit
March 16, 2024**

1. CALL TO ORDER

2. APPROVAL OF MINUTES – November 7, 2023

3. NEW BUSINESS

4. STANDARD BUSINESS

Quality improvement work – Meeting review

Infection control

Patient Reported Outcomes Collection

Hip fracture prevention

Pain management – OME prescribing at discharge

Device contracting



Meeting agenda discordance

- **Issue 2:** Agenda does not note a MARCQI specific update
- **Solution:**
 - Ensure MARCQI is noted in the agenda directly



MARCQI Test Hospital 1

Orthopedic Unit
March 16, 2024

1. CALL TO ORDER
2. APPROVAL OF MINUTES – November 7, 2023
3. NEW BUSINESS
4. STANDARD BUSINESS
 - Quality improvement work → MARCQI Meeting review
 - Infection control
 - Patient Reported Outcomes Collection
 - Hip fracture prevention
 - Pain management – OME prescribing at discharge
 - Device contracting



Attendee lists

- **Issue 1:** Sites only have Clinical Champion and Clinical Data Abstractor attend the site-based quality meeting. The meeting is not accepted as a site-based quality meeting.
- **Reason:**
 - Required attendees of a site-based quality meeting are:
 - Clinical Champion
 - Clinical Data Abstractor
 - Another individual involved in joint replacement care
- **Solution:**
 - Ensure all attendees are available and aware of site-based quality meeting date, time, and location
 - Document at least the required attendees on the sign-in sheets



Attendee lists

- **Issue 2:** MARCQI surgeon is listed in sign-in sheet but not on the existing list of MARCQI surgeons for the CDA to check off on in the database
- **Reason:**
 - MARCQI surgeon will not get credit for attending the site based meeting if the CDA is unable to check off the surgeon's name from the site's surgeon list in the MARCQI database
 - Only MARCQI surgeons who operate at the site receive credit for attending a site-based quality meeting at the site itself
- **Solution:**
 - Submit [a form to add the surgeon to the CDA account](#) prior to submitting the meeting documentation
 - Alert your coordinator that you completed the [form](#) to add a surgeon to your MARCQI database account via MARCQI.database@umich.edu



Attendee lists

- **Issue 3:** Surgeon is listed in sign-in sheet but not on the existing list of MARCQI surgeons for the CDA to check off on in the database. CDA selects “Other” and types in name of the surgeons on the sign-in sheet.
- **Reason:**
 - MARCQI surgeon will not get credit for attending the site based meeting if the CDA is unable to check off the surgeon’s name from the site’s surgeon list in the MARCQI database
 - Only MARCQI surgeons who operate at the site receive credit for attending a site-based quality meeting at the site itself
- **Solution:**
 - If the surgeon in the sign-in sheet is not a MARCQI surgeon (e.g., someone who performs total hip or knee replacement surgery at your site), please do not add them to “Other” or your documentation will be rejected.
 - If the surgeon in the sign-in sheet is a MARCQI surgeon, submit [a form to add the surgeon to the CDA account](#) prior to submitting the meeting documentation
 - Alert your coordinator that you completed the [form](#) to add a surgeon to your MARCQI database account via MARCQI.database@umich.edu



Site-based quality meeting dates

- **Issue 1:** Site was unable to conduct a site-based quality meeting submit documentation prior to the deadline
- **Reason:**
 - Site based quality meetings must occur in the following cadence:
 - 1st site-based quality meeting: After the 1st MARCQI Collaborative-wide meeting in the calendar year, but before the 2nd MARCQI Collaborative-wide meeting in the calendar year
 - Example:
 - 2024: February 3, 2024 – June 6, 2024
 - 2025: February 8, 2025 – June 27, 2025
 - 2nd site-based quality meeting: After the 2nd MARCQI Collaborative-wide meeting in the calendar year, but before the 3rd MARCQI Collaborative-wide meeting in the calendar year
 - Example:
 - 2024: June 8, 2024 – September 26, 2024
 - 2025: June 28, 2025 – October 9, 2025
 - 3rd site-based quality meeting: After the 3rd MARCQI Collaborative-wide meeting in the calendar year, but before November 15th of the calendar year
 - Example:
 - 2024: September 28, 2024 – November 15, 2024
 - 2025: October 11, 2025 – November 15, 2025
- **Solution:**
 - Schedule site-based quality meetings as soon as meeting dates are announced to hold the time on the Clinical Champion and surgeons' calendars
 - Ensure the clinical champion is aware of the timelines needed for the site-based quality meetings



Site-based quality meeting dates

- **Issue 2:** MARCQI surgeon was unable to attend scheduled site-based quality meeting, and Clinical Champion would like to have a **1:1** site-based quality meeting with the MARCQI surgeon
- **Solution:**
 - CDA does not need to attend the **1:1** site-based quality meeting if the main site-based quality meeting occurred prior to the **1:1** meeting with the MARCQI surgeon and MARCQI Clinical Champion
 - Sign in sheet and agenda for **1:1** site-based quality meeting is required



Questions?

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MARCQI Coordinators

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