



Team-Based Care in MAT

ATSH: Primary Care – Learning Session 2

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Institute for High Quality Care

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Learning Objectives

1. Leverage Google's framework for highly effective teams – specifically *Physiological Safety, Structure and Clarity, and Dependability* – to explore and identify opportunities to strengthen the MAT team
2. Recognize areas where structures and role clarity are needed on the MAT team
3. Identify at least 2 areas/opportunities for defining roles and responsibilities, team norms, etc.

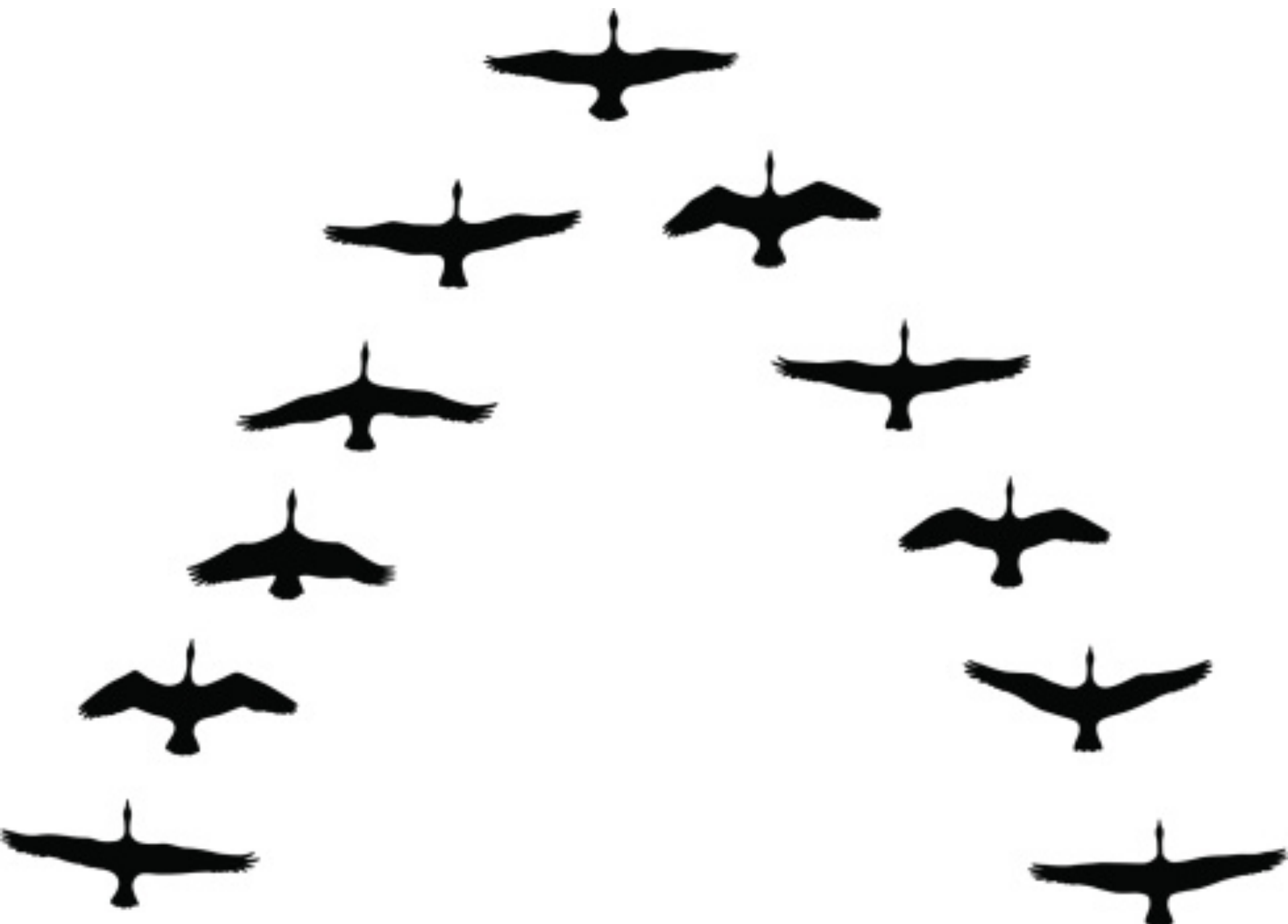
Warm Up

- Think about the most “challenging” team you’ve witnessed, or been on. The team that could win a “Worst Team” in the world award.
- What are some of the characteristics of these challenging, “worst” team?

Warm Up



CHARACTERISTICS OF EFFECTIVE TEAMS



Definition of a Team

“ A small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they are mutually accountable”

Katzenbach and Smith – 1993

OVER 350,000 COPIES SOLD

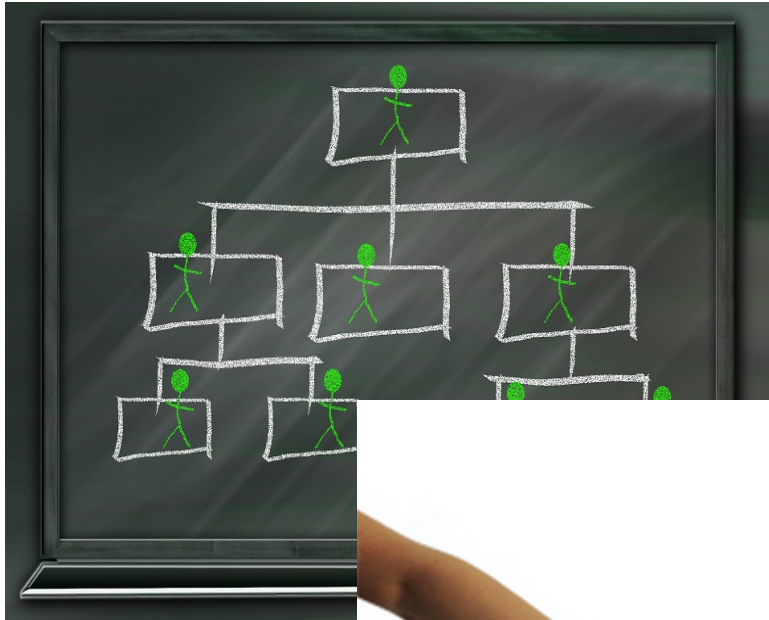
"You will be hard-pressed to find a better guide to the essential buildingblock of the organization of the future."

—JOHN A. BYRNE, *Business Week*



CREATING THE HIGH-PERFORMANCE ORGANIZATION

Why can it be Challenging to operate as an Effective MAT team?



How Teams Excel



Psychological safety

- Can team members take risks by sharing ideas and suggestions without feeling insecure or embarrassed? Do team members feel supported, or do they feel as if other team members try to undermine them?

Structure & Clarity

- Are roles, responsibilities, and individual accountability on the team clear?

Dependability

- Can each team member count on the others to perform their job tasks effectively? When team members ask one another for something to be done, will it be? Can they depend on fellow teammates when they need help?

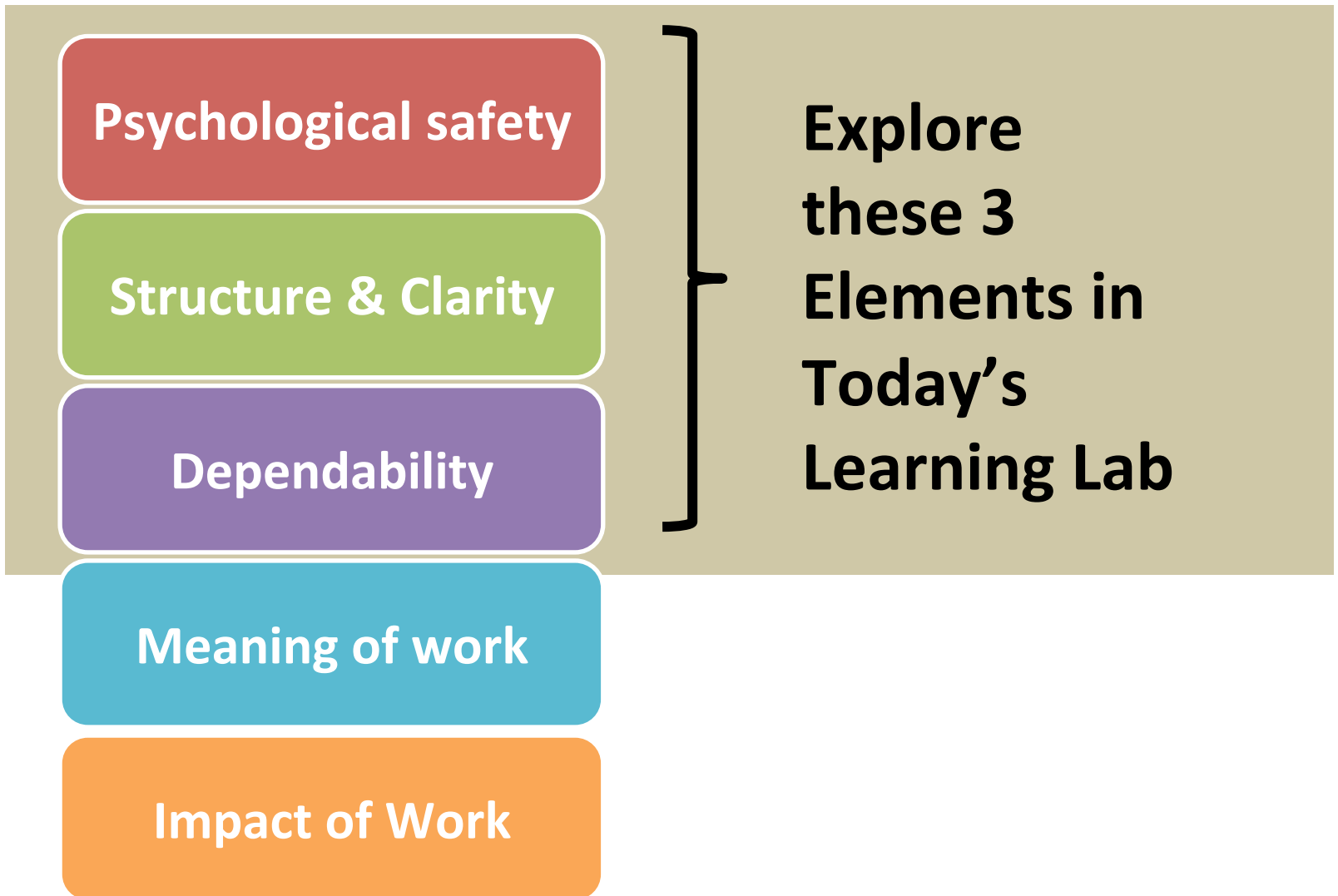
Meaning of work

- Is the team working toward a goal that is personally important for each member? Does work give team members a sense of personal and professional fulfillment?

Impact of Work

- Does the team fundamentally believe that the work they're doing matters? Do they feel their work matters for a higher-order goal?

How Teams Excel



How Teams Excel



Psychological safety

Structure & Clarity

Dependability

Meaning of work

Impact of Work

1) **Psychological Safety**

Psychological Safety and Teams

Teams that have higher levels of psychological safety create a team environment where their team members will:

- Be more open to change or trying a new tool or workflow
- Admit mistakes
- Ask questions
- Offer a new idea
- Identify creative solutions

Creating Psychological Safety

Goal: create a team where its members feel like they can take moderate risks, speak their mind, be creative, and voice a question or concern ***without fear of being seen as ignorant, incompetent, negative, or disruptive***

How:

- ☐ Approach conflict as a collaborator, not an adversary
- ☐ Speak human to human
- ☐ Replace blame with curiosity
- ☐ Model the behavior: Ask for feedback on delivery

Source: “High-Performing Teams Need Psychological Safety. Here’s How to Create It” by Laura Delizonna. <https://hbr.org/2017/08/high-performing-teams-need-psychological-safety-heres-how-to-create-it>

Psychological Safety Survey

1. If you make a mistake on this team, it is not held against you.
2. Members of this team are able to bring up problems and tough issues.
3. People on this team would not and do not reject others for being different.
4. It is safe to take a risk on this team.
5. It is easy to ask other members of this team for help.
6. No one on this team would deliberately act in a way that undermines my efforts.
7. Working with members of this team, my unique skills and talents are valued and utilized.

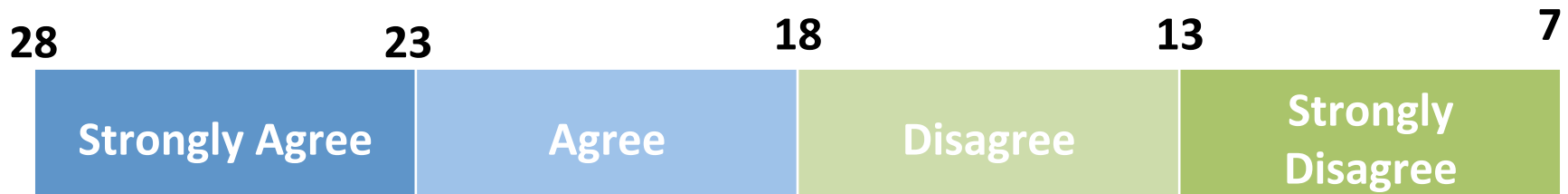
Adapted from the following sources:

1) Edmondson . Psychological safety and learning behavior in work teams. Administrative Science Quarterly. June 1999

2) Tool: Fostering Psychological Safety. rework.withgoogle.com

Psychological Safety Survey Scoring

- For each question, give your response the corresponding score of 1 to 4
- If you are seeing more 3's and 4's, you are seeing more psychological safety on your team.
- If you are seeing more 1's and 2's, you have opportunities to address psychological safety.



Getting to the Heart



Week One – Introduction

- Introduction to Getting to the Heart
- Brainstorm logistics.
- Distribute the guidebook

Week 2

Week 2 Purpose, Values and Trust

MA and provider come together to share a meal and to speak to each other from the heart about the work that they do. Use the work book to first write answers, and then be ready to share.

Purpose:
I am
a mother of two children
I am a person with great leadership qualities. I keep to myself most of the time. However I do enjoy being around family & friends.

I work at LifeLong because
When Dr. Daniel decided to retire he didn't want to leave his staff & community without a provider. When he found out LifeLong was willing to take on his patients they were also interested in taking on his staff. I am interested in taking on his staff. I also like working w/ people.

What makes me feel good about the work that I have done at the end of the day
That I may have did or is. I said something to a patient that made their day or feel good about their self.

Values:
These are the values that are important in my life
Live life to the fullest you only live once. Everyone makes mistakes no one is perfect. Cool is the head of my life. Don't judge me b/c you don't know my story. To get respect you have to give respect.

These are the values I bring with me every day I come to work at LifeLong
To have a positive attitude. If things don't go as plan it's ok things & life happens. Try to solve the situation of the day.

Trust:
I think trust in a work colleague is
To Trust is to believe that what ever is expected to be completed will get done. When my work colleague only does his/her job responsibly. And not both our job responsibility.

Lack of trust in a work colleague looks like
Being behind the person & repeating all work that was done already. Not listening to your colleague as they explain an issue. Asking the repeated question.



**Community Health
Center Network**

Setting the standard for Community Health Care

Week Two – Purpose, Values, Trust.

Purpose:

I am

I work at this clinic because

What makes me feel good about my work

Values:

These values are important to me

I bring these values to work

Trust:

I think trust in a work colleague is

Lack of trust looks like

Creating Psychological Safety

Strategies we've seen work well:

- ✓ Try to minimize the affect hierarchies can create on a team. Solicit input and opinions from the group and acknowledge the expertise each team member is bringing to the team
- ✓ Share information about personal and work style preferences, and encourage others to do the same.
- ✓ Frame the work as a learning problem, not an execution problem.
- ✓ Model curiosity, ask lots of questions and acknowledge your own fallibility.

Adapted From Google's Re:work Program - Helping Teams Take Action

Creating Psychological Safety

Strategies we've seen work well:

- ✓ In team meetings, build psychological safety through:
 - Start small: Pair and Share – Share with your neighbor
 - Expand: Share with the small group
 - Expand again: Share with the room
- ✓ Nominal Group Technique
 - ✓ For brainstorming, ask people to come to the meeting with 5 ideas. Collect, and then ...

Adapted From Google's Re:work Program - Helping Teams Take Action

Sustaining Psychological Safety

Considerations:

- Make the elements of psychological safety explicit parts of team norms
 - invite everyone to participate and offer concerns, disagreements, and negative feelings.
- Create team awareness about the fragility of psychological safety.
 - Talk about the challenges of sustaining it.
 - Acknowledge that well-meaning people may not follow team norms at all times.
- Regularly ask for feedback about how comfortable people feel speaking up.
- Be vulnerable and openly acknowledge when you have not been following a norm.
 - Leaders with positional authority can have an especially powerful impact by acknowledging their own mistakes.

Adapted From IHI's "5 Ways to Improve Psychological Safety" by Neil Baker

Discussion

**With your MAT teammate,
discuss the following:**

- What steps or strategies have we used to build psychological safety among our team
- How might we be able to build or better the psychological safety in our MAT team?



How Teams Excel



Psychological safety

Structure & Clarity

Dependability

Meaning of work

Impact of Work

2)
**Structure
& Clarity**

Positioning Teams to Succeed

Structure & Clarity:

- ✓ Clarify roles and responsibilities of team members.
- ✓ Develop concrete project plans to provide transparency into every individual's work.
- ✓ Regularly communicate team goals and ensure team members understand them.
- ✓ Ensure your team meetings have a clear agenda and designated leader.

How are we currently documenting team member roles and responsibilities?

Job Descriptions

Licensed Clinical Social Worker – MAT/Complex Care

Job Description

Position: Licensed Clinical Social Worker - Complex Care
FLSA Status: XXXX
Reports to: XXXX

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender (including pregnancy), national origin, nationality, ancestry, age, familial status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, disability status (mental or physical, including perceived disability, and AIDS and HIV status), protected veteran status or any other characteristic protected by law.

POSITION SUMMARY

1. Utilizes clinical judgment and expertise to coordinate care management/behavioral health interventions
2. Develops strategies to ensure cost effective, quality care outcomes to patients with complex care needs.
3. Identifies options for levels of care for individuals and populations of patients, focusing on strategies that will promote optimal health.
4. Assesses, plans, monitors, and provides therapeutic interventions as appropriate.
5. Collaborates with patient and family to facilitate understanding of diagnosis and to provide therapeutic interventions to support necessary lifestyle and behavior changes.
6. Partner with patients, families, other health care providers and community partners as needed for comprehensive coordination of care.
7. Respond to crises situations and engage with patients and families to access the appropriate level of care across the continuum.

ESSENTIAL FUNCTIONS

Duties and responsibilities are but not limited to:

1. Psycho-social assessments, depression, anxiety and addiction screening

Physician Lead – Complex Care

Job Description

Position: Physician Lead – Complex Care
A Status: XXXXXX
Reports to: XXXXXXX

opportunity employer. All qualified applicants will receive consideration for race, creed, color, religion, gender (including pregnancy), national origin, marital status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, or military service, disability status (mental or physical), including perceived status), protected veteran status or any other characteristic protected by law.

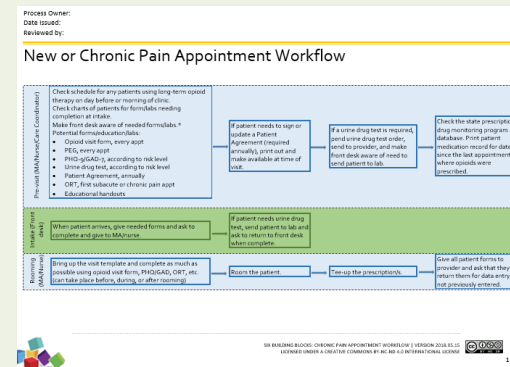
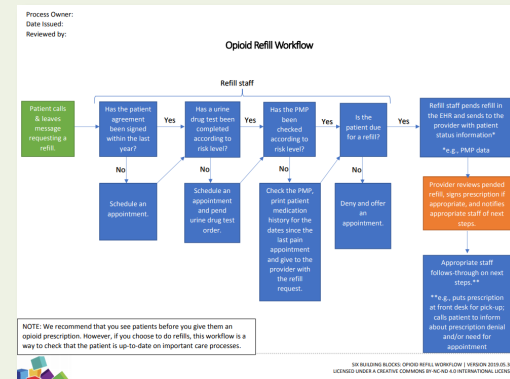
entation, and support of a robust enterprise-wide population health ing managed care, consistent with the goals of the Population Health, the Management continually develops and drives strategies that focus on aging costs through use of data analytics, application of technology and

ities performed by employees in this classification, however, employees ties at an equivalent level. Not all duties listed are necessarily performed by ation.

dent, Population Health on developing a utilization management function ents which includes out-of-network concurrent review, repatriation, claim review, provider medical claim appeal review and prior authorization out-of-network outpatient services.

2. Works with Vice President, Population Health on developing a quality management and clinical compliance program for managed care patients which includes quality management, clinical compliance, health education and case review.
3. Provides physician direction for Complex Care Management activities.
4. Works collaboratively with the Vice President, Care Management and other clinical leaders within Population Health on care coordination and complex care management initiatives.

Workflow Maps

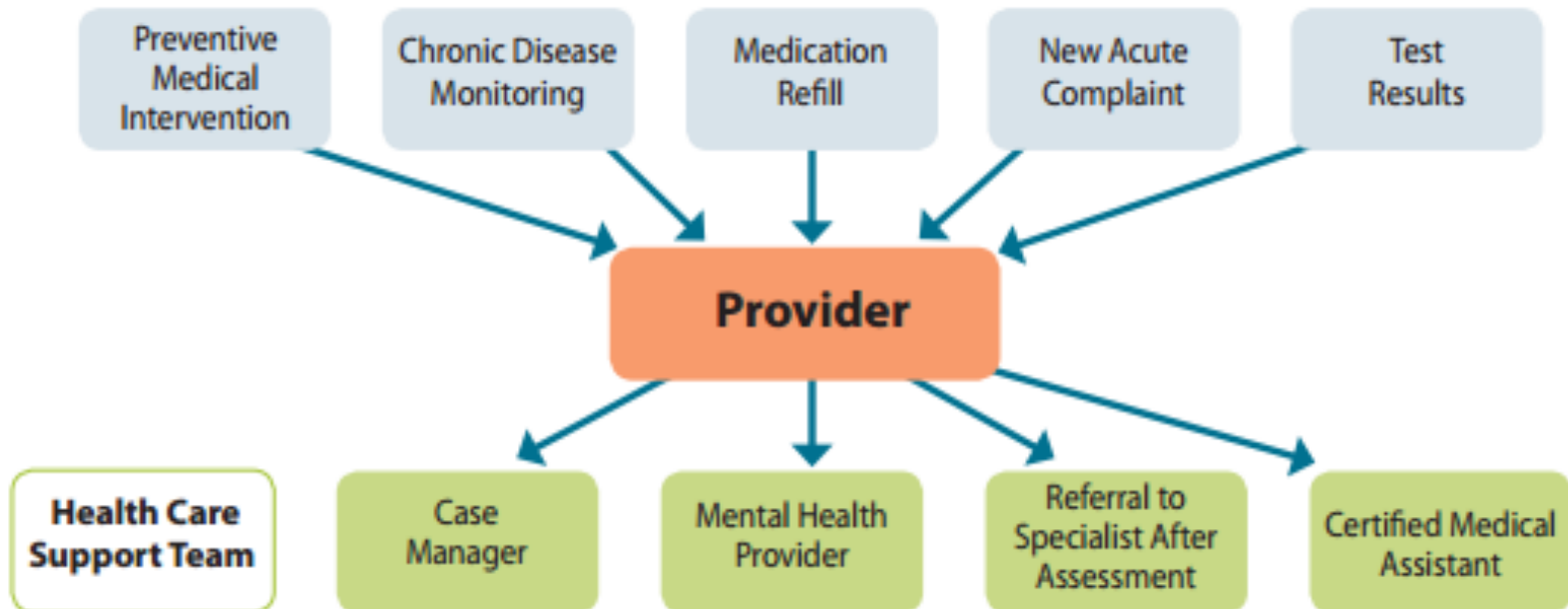


Southeast Health Center

Workflow Redesign

The Old Way...

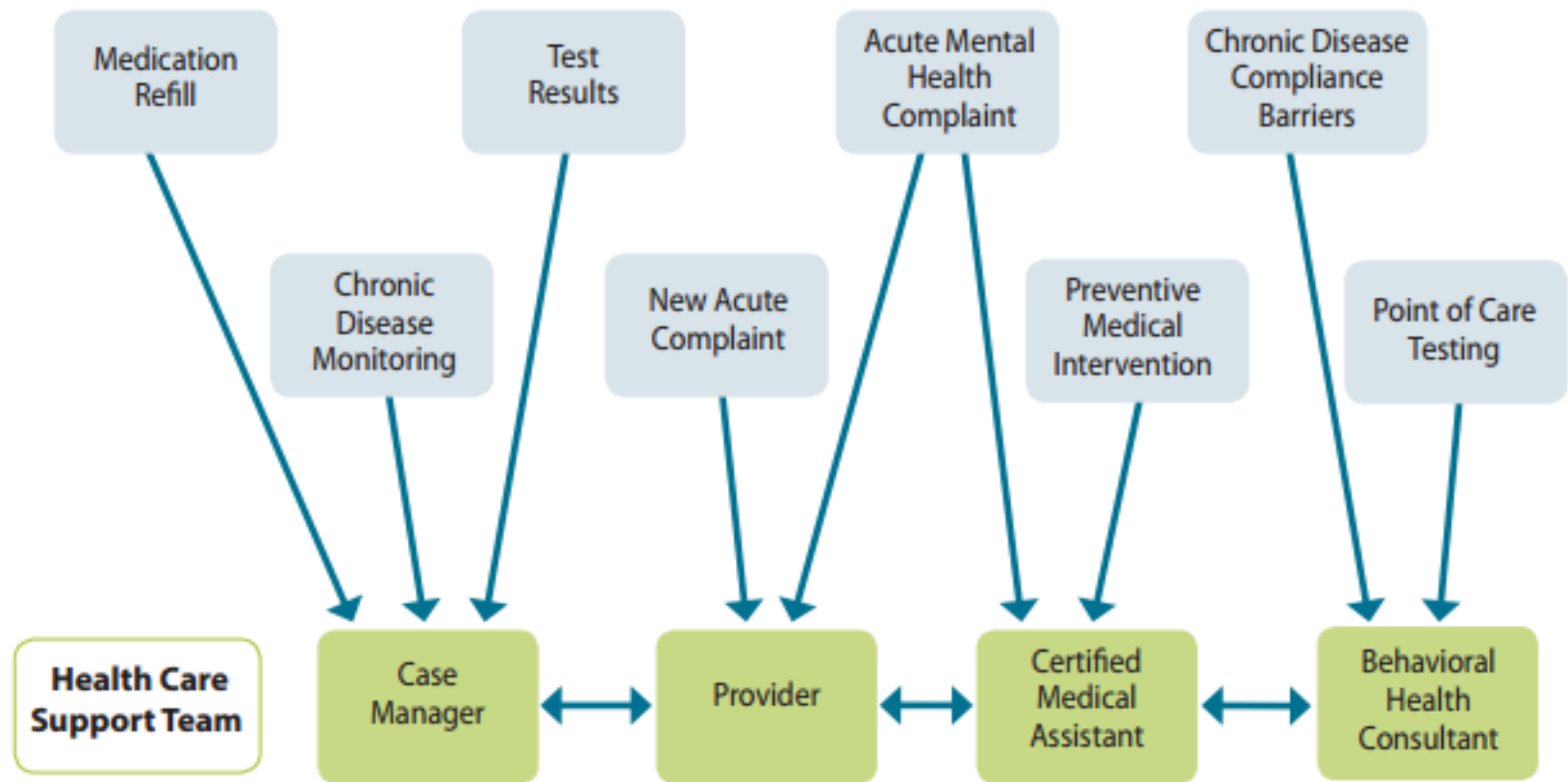
Traditional Method



Source: California Improvement Network Oct 2013 Report

Southwest Health Center

A Better Way... Parallel Structure



Source: California Improvement Network Oct 2013 Report

Roles on a Primary Care MAT Team

- Prescriber
- Nurse
- SUD Counselor
- Care Coordinator/Case Manager
- Behavioral Health Provider
- Others....

Challenges to Adopting Team-Based Care Strategies

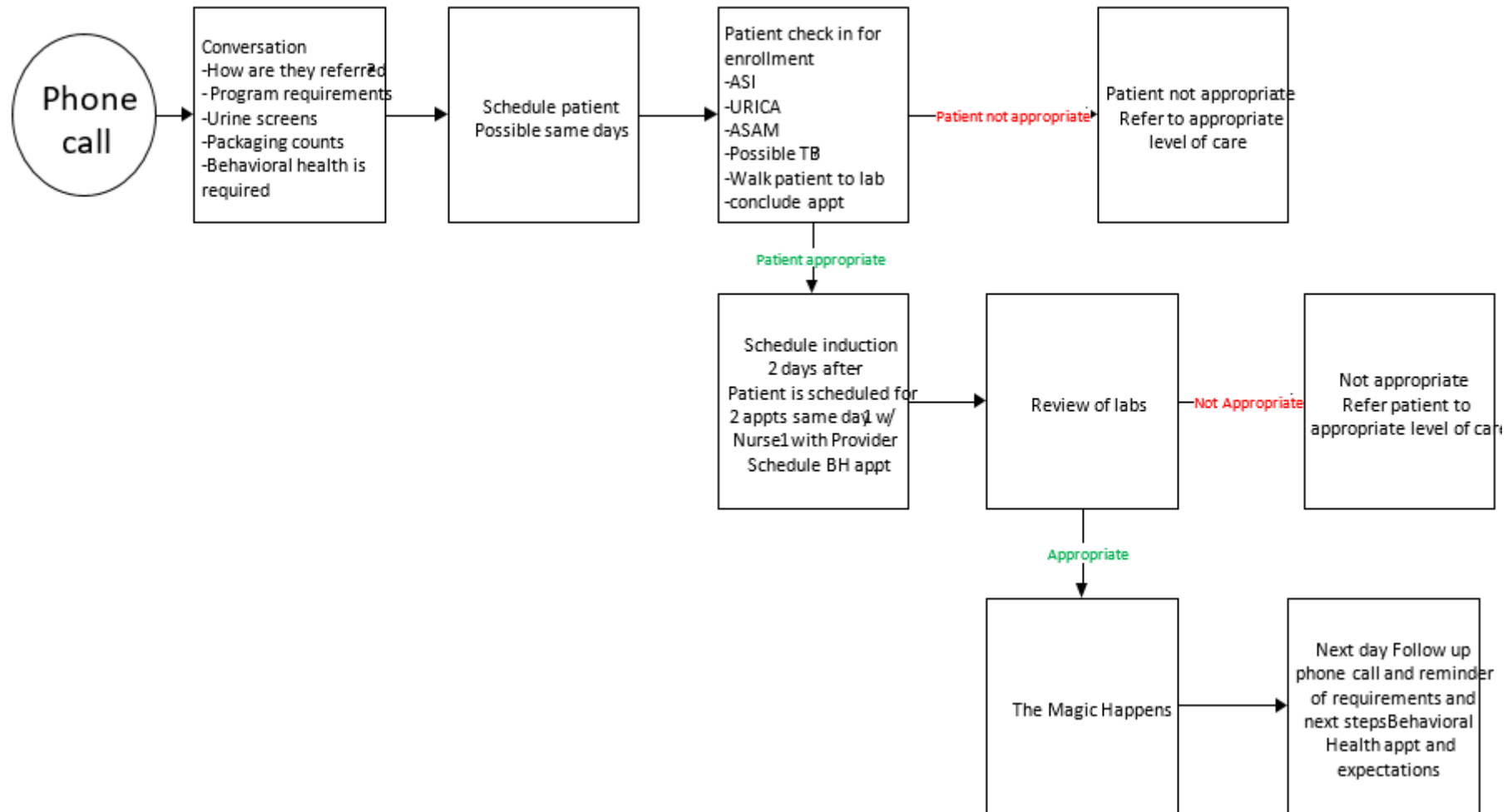
- Provider and Staff Buy-in
- Physician Reluctance to Delegate
- Poor role definition
- Staff retention
- Communication breakdown
- Initiating huddle and getting staff to attend
- Sliding back to pre-team behaviors

Improving Structure and Clarity

Workflow Maps

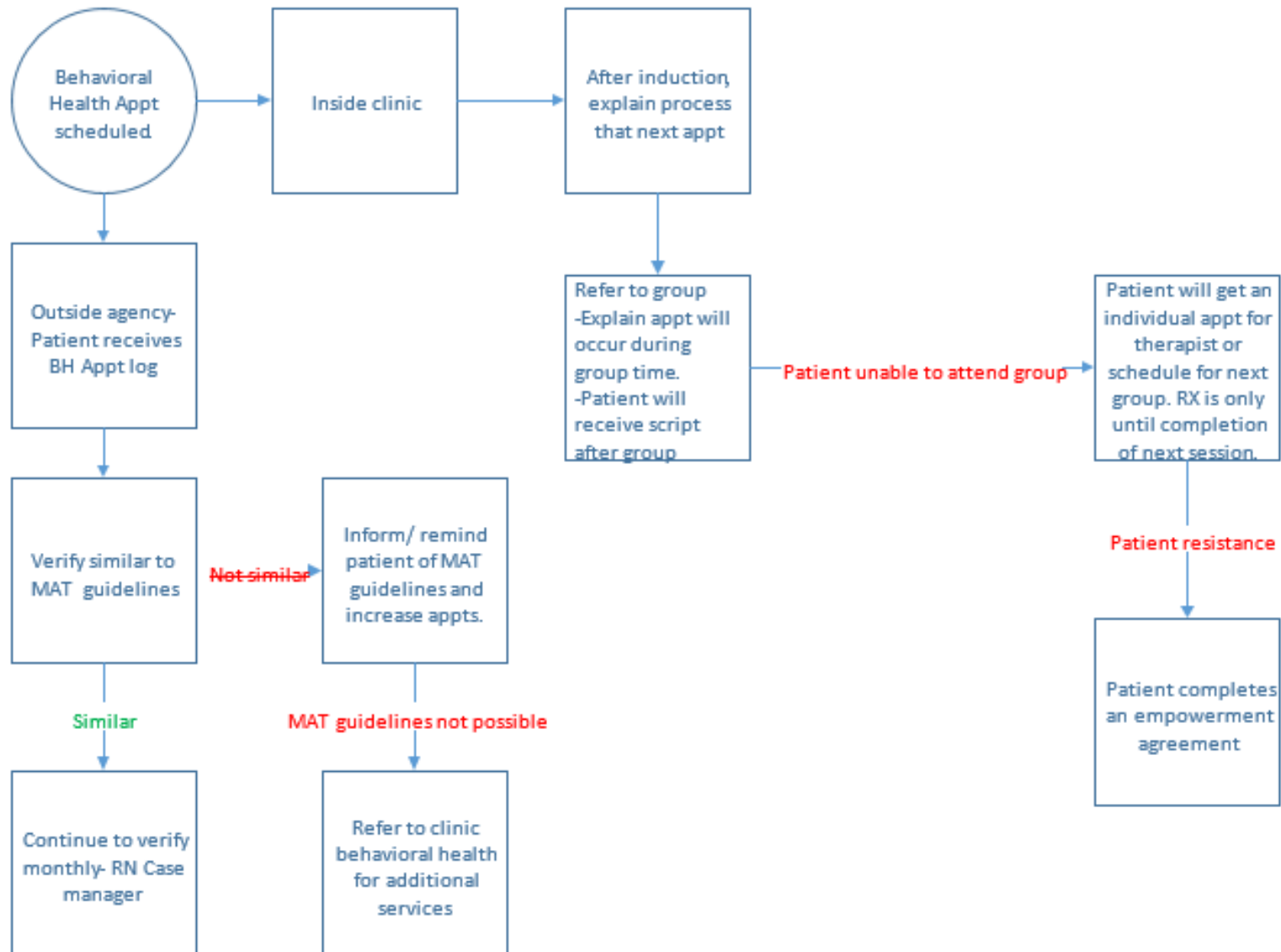
Sample Workflow Maps

Sample Program Introduction Process



Sample Workflow Maps

Example Behavioral Health Intake



Improving Structure and Clarity

Team Responsibilities Checklist and Agreements

3. GAPS IN CARE CHECKED FOR ALL PATIENTS AND MADE AVAILABLE FOR PROVIDER IN TIMELY FASHION (MAMMOGRAM, PAP SMEAR, LAB WORK, IMMUNIZATIONS)

<input type="checkbox"/> MAMMOGRAM		<input type="checkbox"/> PAP SMEAR	
PROVIDER Discuss mammogram and encourage patient to have mammo same day if possible or make an appt soon.	MA/LVN/RN I will assist member with booking an appointment, will check if SD are available. Instruct patient how to prepare. Advise MD to code exclusions if needed.	PROVIDER If member prepared for pap, I will perform pap.	MA/LVN/RN Tell member ahead of time if due for pap. I will prepare room ahead of time for pap, when MD advises Pap will be performed. If member does not want pap this day, I will arrange for pap appt.
<input type="checkbox"/> HYPERTENSION		<input type="checkbox"/> LABS	
PROVIDER If second set of vitals are WNL, document as new set of vitals in HealthConnect.	MA/LVN/RN Take BP – if over 139/89, will take again at end of visit. If diabetic or kidney disease patient goal is 129/79	PROVIDER If nurse pends labs, I will sign so patient can go to the lab prior to appointment if possible.	MA/LVN/RN I will pend labs needed to close gaps.. If possible before appointment for patient to be able to have lab the day of the appointment.
<input type="checkbox"/> DIABETES		<input type="checkbox"/> ASTHMA	
PROVIDER Review labs and logs when patient arrives. (if available)	MA/LVN/RN Pre-encounter: Instruct patient of labs due and ask patient to bring in logs and medication list. Encounter: Instruct patient to remove socks and shoes for examination.	PROVIDER If PCP, discuss Asthma with patient when nurse documents patient has responded "yes" to any asthma questions.	MA/LVN/RN I will ask Asthma patients the three asthma questions. If they answer "yes" to any I will let the MD know.
<input type="checkbox"/> COLORECTAL		<input type="checkbox"/> IMMUNIZATIONS	
PROVIDER Advise nurse to give FOBT kit if available in the dept. Sign order for FOBT test, patient pick up FOBT in lab.	MA/LVN/RN Pend order for MD to sign. Provide FOBT kit if available in your dept.	PROVIDER Sign orders and advise patient to have it done on the way out (if available in your area).	MA/LVN/RN Review with MD, Pend order, gives immunization if in your scope.

LEAP SITE: Cambridge Health Alliance

Team Huddles: Making a game plan for today

	MA	Provider	RN	Receptionist
Prepare for the huddle.	<ul style="list-style-type: none"> Review schedule of patients for the session, and reasons for visits Review health maintenance needs Review DM/asthma/depression chronic care needs Review open orders Assist in preparation of intake packets 	<ul style="list-style-type: none"> Review specialist and hospitalist communications about patients coming in/in the hospital. Review test results Note if patients with complex/chronic disease need a care plan updated Note any orders/referrals that are outstanding (incomplete) Enter any orders you would like done in advance of rooming as future orders. 	<ul style="list-style-type: none"> Prepare list of team patients discharged from the hospital. Prepare list of team patients in ED since last huddle. Discuss risk and follow up with provider and team in preparation to call later. Identify high risk patients on today's schedule for warm handoff to RN or to complex care manager. Review immunization needs 	<ul style="list-style-type: none"> Note number of available appointments and requests for appointments. Note who needs to be offered MyChart and text messaging. Complete preparation of intake packets Note any orders/referrals that are outstanding (incomplete) Note which extended team members are present and availability
Review patients coming in today.	<ul style="list-style-type: none"> Ask for clarification of priorities (How much can we get done today?) Clarify open orders to complete Proactively discuss likely issues with flow, lateness, or high service needs 	<ul style="list-style-type: none"> Suggest extended team members who might assist patients for possible warm handoffs Proactively discuss likely issues with flow, lateness, or high service needs 	<ul style="list-style-type: none"> Suggest extended team members who might assist patients for possible warm handoffs 	<ul style="list-style-type: none"> Plan to assist with scheduling overdue referrals or tests. Proactively discuss likely issues with flow, lateness, or high service needs
Review patients discharged from the hospital or ED		<ul style="list-style-type: none"> Discuss when to see patients who have been in the ED or inpatient unit for follow-up. 	<ul style="list-style-type: none"> Discuss when to see patients who have been in the ED or inpatient unit for follow-up. 	<ul style="list-style-type: none"> Schedule these patients based on patient and team preferences.
Review major patient requests for letters, forms etc				<ul style="list-style-type: none"> Review requests for referrals, forms, letters etc with the team.
Document individual patient plans for today in Snapshot Specialty field	Documentation in EPIC: Allows other staff to assist today if needed, for example during breaks or busy times Allows notes to remain in place for the future if patient misses or reschedules the appointment Serves as a reminder for today for each team member			

Primary Care Example

Planned, Proactive Care Checklist – Cervical Cancer Screening Sample



Outreach	Pre-Visit	Visit – Patient Arrives	Post-Visit
<p>Contact Patients due for Pap</p> <p><input type="checkbox"/> Run report for patients due for Pap</p> <p>Who:</p> <p>When: (Monthly? Quarterly?)</p> <p>How: (What systems need to be accessed?)</p> <p><input type="checkbox"/> Contact patients due for Pap</p> <p>Who:</p> <p>When:</p> <p>How:</p> <p><input type="checkbox"/> Confirm date of last Pap</p> <p><input type="checkbox"/> Schedule Pap as appropriate</p> <p><input type="checkbox"/> If last Pap completed at another organization, seek records</p> <p>Who:</p> <p>How:</p> <p>When to stop seeking these records and schedule Pap appt:</p>	<p><input type="checkbox"/> Pap appt. <input type="checkbox"/> Other appt.</p> <p>Reminder Calls</p> <p>Who:</p> <p>When: (1 or 2-days prior? Time of day?)</p> <p><input type="checkbox"/> Reminder call for patients with appointments</p> <p><input type="checkbox"/> Verify last Pap</p> <p>Team Huddle</p> <p>Who:</p> <p>When: (Morning of? Evening before?)</p> <p><input type="checkbox"/> Review needs of upcoming appointments</p> <p><input type="checkbox"/> Determine capacity for same-day Pap scheduling</p> <p><i>Same-day Pap if:</i></p> <p><i>Schedule future appointment for Pap if:</i></p>	<p><input type="checkbox"/> Pap appt. <input type="checkbox"/> Other appt.</p> <p>Check In</p> <p>Who:</p> <p>How: (What systems need to be accessed?)</p> <p><input type="checkbox"/> Check in patient</p> <p><input type="checkbox"/> Provide prioritized paperwork</p> <p><input type="checkbox"/> Confirm reason for visit</p> <p><input type="checkbox"/> Evaluate necessity of Pap</p> <p>Rooming Patient</p> <p>Who:</p> <p><input type="checkbox"/> Evaluate/confirm need for pap</p> <p><input type="checkbox"/> Prep room for Pap if possible to complete same day -- or --</p> <p><input type="checkbox"/> Schedule future appointment for Pap if can't be completed same day</p>	<p>Lab Review</p> <p><input type="checkbox"/> Initial Triage of Lab Results</p> <p>Who:</p> <p><input type="checkbox"/> If Results are normal, patient notified</p> <p>How:</p> <p>By Whom:</p> <p><input type="checkbox"/> If abnormal, patient is notified</p> <p>How:</p> <p>By Whom:</p> <p><input type="checkbox"/> Results from follow-up/referral are acquired</p> <p>How:</p> <p>By Whom:</p> <p><input type="checkbox"/> Alerts/reminders for next Pap</p> <p>Who:</p> <p>How is this monitored/reviewed:</p>

MAT Team Structure & Clarity – What to Consider

- Areas where there's been confusion about role/workflows
- Transitions and handoffs – of people, of medical information, of lab results...
- Areas where team might be able to “share the care,” elevate someone on the team to lead
- Review Scopes of Practice prior to developing these

Activity – Mat Team Structure & Clarity

- With your teammate, for 1 stage or tier, consider:
 - What are the key activities currently being performed by each role (i.e., each row)?
 - What are questions that need to be addressed per role (i.e., each row)?
 - What additional challenges, concerns or clarifications need to be addressed (i.e., last row)?

How Teams Excel



Psychological safety

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Impact of Work

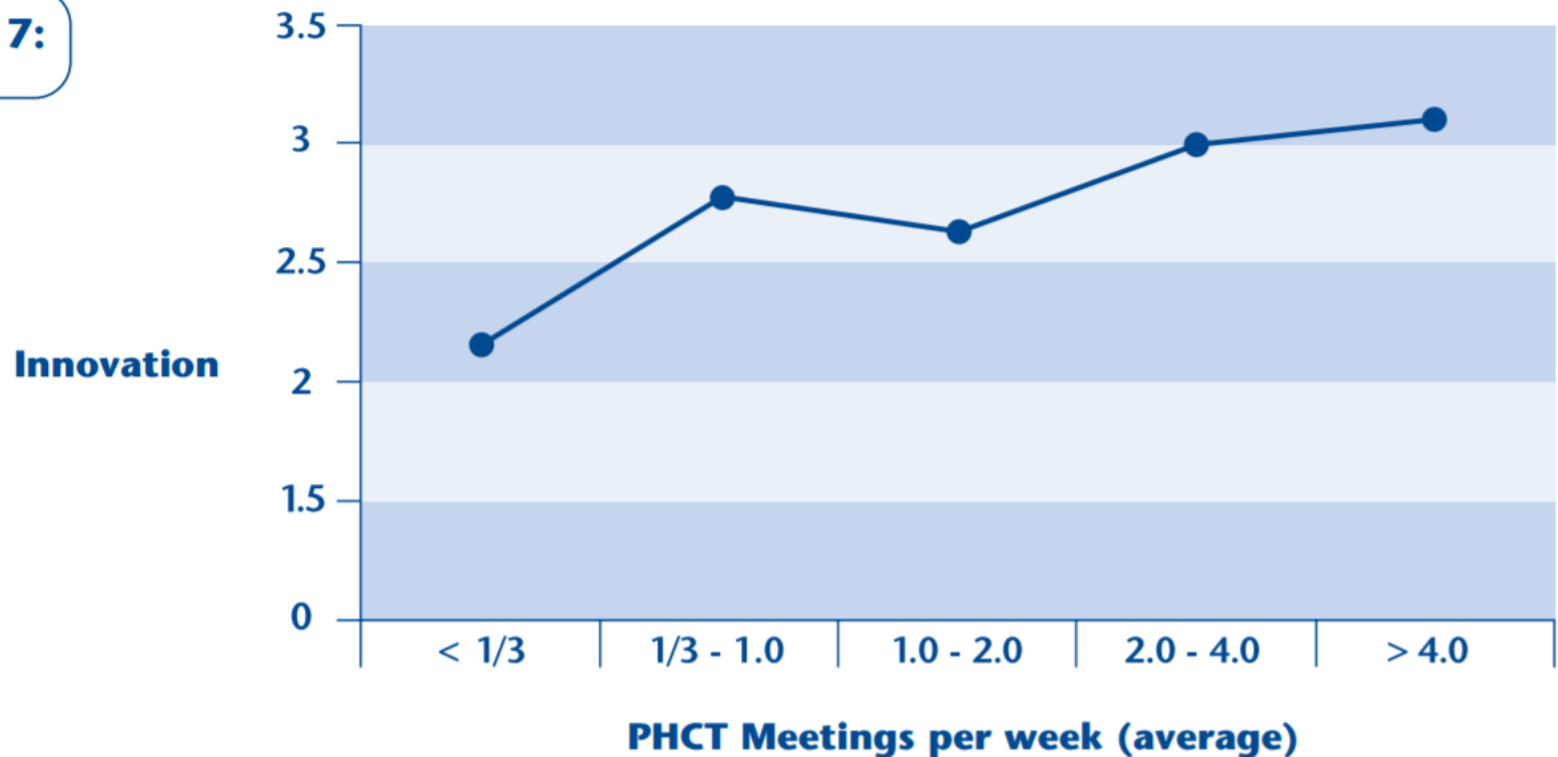
**3)
Dependability**

Dependability Considerations

- Effective Meetings
- Effective Communication
- Team Norms
- Maintaining Momentum

Frequency of team meetings impacts improvement efforts and team effectiveness

Figure 7:



Source: Aston Centre for Health Service Organisation Research. Team Working and Effectiveness in Health Care

Effective Teams Communicate Often

Formal Team Meetings

- **Frequency:** More frequent meetings set up teams for success
- **Roles:** Who attends, who facilitates, who follows-up with reminders for action items.
- **Meeting Norms**

Frequent Informal Team Meetings

- Huddles, quick phone calls and brainstorming conversations
- Not always the entire team, may be 2-3 people focusing on a specific project activity or deliverable.
- Team email updates and check-ins, highlight exciting progress from one of the team members, reminders on action items.

Effective Meetings

- **How Often? How Long?**
- **Leverage Good Meeting Management Skills**
 - Reminders and prompts 48 hours before meeting
 - Follow-up with action items from meeting within 48 hours.
- **Start your meetings with something positive**
 - One good thing that happened with this work since our last meeting, or story of impact.
- **End meeting with something very actionable**
 - “What’s our quick win for the week?”

Effective Communication

- **Teams use a common language** – shared language/ references and openness to ask for clarification of terms
- **Good communication skills** – clear messages, open questions, active listening
- **Appropriate vehicles for communication** – huddles, meetings, one-on-one opportunities, group messages
- **Feedback** – openness, two-way communication, “I like, I wish, I wonder”
- **Respect for team members** – everyone has opportunity for input, a voice and feels heard.

Team Norms/Ground Rules

What are ground rules?

- Determine how meetings will be run, team members will interact, behavior expected by group

Why do we need ground rules?

- Strengthen effectiveness of the group process
- Allow teams and meetings to be more productive

Who decides on the ground rules?

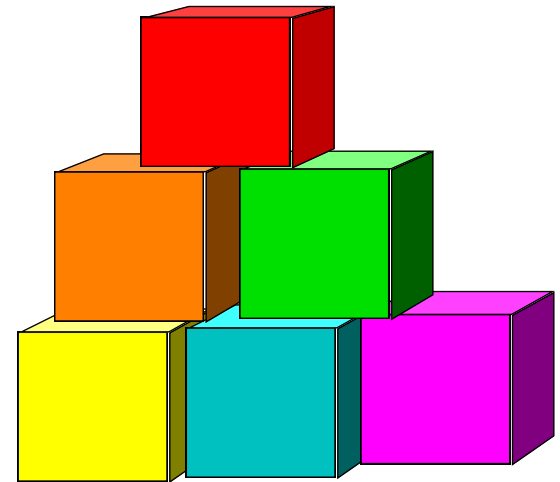
- The Team

Who enforces ground rules?

- The Team

Types of Team Ground Rules/Norms

- Attendance and promptness
- Document ideas, value all input and opinions, build consensus
- Actively participate, stay positive, show appreciation for others
- Be willing to experiment with ideas and techniques presented.
- Assignments between meetings
- Breaks and interruptions
- Agenda, minutes, records
- Keep everyone on track
- ***Celebrate successes***



Gayle Northrop. Characteristics of Effective Teams. Institute for High Quality Care, March 2016

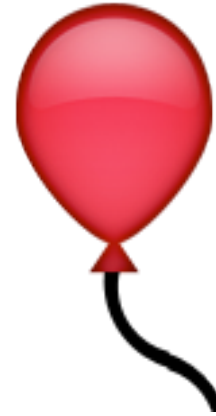
Maintaining Momentum



Additional Characteristics of Effective Teams



**Collect data
and Share
Results
Publicly**



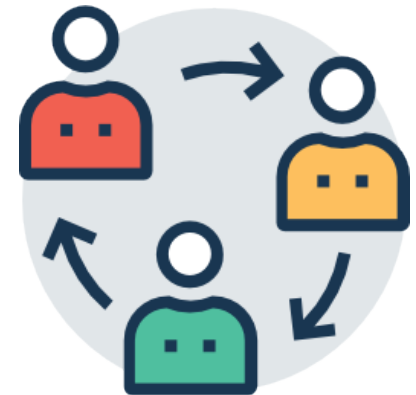
**Celebrate
early wins
(and
failures)**



**Break large
projects into
smaller pieces**



**Make it
Fun**



**Expand the team
and engage
frontline staff**

Team-Based Care References

- **Team Agreement Template on IHQC.org:** <http://ihqc.org/resource-library/>
- **LEAP Primary Care – Team based Care resources**
<http://improvingprimarycare.org/team/practice-team#>
- **Cambridge Health Alliance Team-based care toolkit:**
<http://improvingprimarycare.org/sites/default/files/topics/Team-Step1-Cambridge-Team-Based%20Care%20Toolkit.pdf>
- **SNMHI – Continuous and Team-Based Healing Relationships**
<http://www.safetynetmedicalhome.org/change-concepts/continuous-team-based-healing-relationships>
- **AMA STEPS Forward – Implementing Team-based Care:**
<https://www.stepsforward.org/modules/team-based-care>
- **Effective team-based primary care: observations from innovative practices.**
Wagner et al. BMC Family Practice (2017) 18:13 DOI 10.1186/s12875-017-0590-8
- **Overcoming Challenges to Teamwork in Patient-Centered Medical Homes:**
A Qualitative Study. O'Malley et al. [J Gen Intern Med](#). 2015 Feb; 30(2): 183–192

Effective Teams References

- Katzenbach and Smith: The Wisdom of Teams, 1993. Free pdf download can be found at <https://epdf.pub/the-wisdom-of-teams-creating-the-high-performance-organization.html>
- Reference for “reWork” Google’s information on effective teams - <https://rework.withgoogle.com/subjects/teams/>
- Article in New York Times, 2016 on Google’s research on effective teams - <https://www.nytimes.com/2016/02/28/magazine/what-google-learned-from-its-quest-to-build-the-perfect-team.html?smid=pl-share>
- Catalyst – New England Journal of Medicine - <http://catalyst.nejm.org/psychological-safety-great-teams/>
- “High-Performing Teams Need Psychological Safety. Here’s How to Create It” by Laura Delizonna. <https://hbr.org/2017/08/high-performing-teams-need-psychological-safety-heres-how-to-create-it>

QUESTIONS?

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