

EXHIBIT A - Attachment I

NBS ASC VENDOR AGREEMENT REPORTING REQUIREMENTS

The purpose of the following reports is to keep the Newborn Screening Program informed of ASCs' activities in carrying out the SOW in compliance with the contract. Reports are due to the NBS Program Vendor Agreement Liaison by the dates shown.

ASC ANNUAL PLAN - Due June 1 for the fiscal year beginning July 1.

1. Signed Progress Report Form (*Exhibit A- Attachment II*)
2. Annual Quality Improvement Plan
3. Annual Staffing Plan and ASC Budget
4. Annual Hospital Monitoring Log - Lists all hospitals in region (showing visit plans for the next fy, monthly HEPPs for past "rolling" year, all completed site visit dates for the last 2 rolling years, and all completed inservice dates for the last 2 rolling years).
5. Annual Contractor Equipment Purchased With CDPH Funds Form 1203
6. Annual Inventory/Disposition of CDPH- Funded Equipment Form 1204
7. Annual Physical Inventory of Accountable Equipment Form 1205
8. List of specialist consultants used by the ASC as a resource and to whom other physicians with specialty questions are referred.

ASC MONTHLY REPORT – Due by the 15th of each Month

GDSP and ASC's will run selected BO reports monthly

ASC reports on:

Problematic Cases or Issues

Explanation of data reported outside normal timelines.

List of Site Visits completed, Institution, # Attendees, Staff and Dates;

List of In-services completed, Institution, Dept., # Attendees, Staff, Dates

NBS Related Training/ Travel completed, Location, Dates, Staff;

Staffing schedules for next month (time off vacations etc.);

Staffing schedules for next month weekend call.

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ASC QUARTERLY REPORT - Due 21 days after the end of each quarter.
To be submitted by the 21st of October (Q1), January (Q2), April (Q3), and July (Q4).

- 1 **Signed Progress Report Form** (Exhibit A-Attachment II).
- 2 **Report of staff orientation and training activities completed.**
- 3 **Progress report on SOW Goals and Objectives.**
- 4 **Quality Improvement Plan Progress Report** (from the QI Work Plan) - should include a status report for each objective (i.e., planned actions taken or completed, results and progress toward meeting objectives, problems encountered in implementation, any changes or modifications of the planned activities, and/or added objectives. **Objectives cannot be eliminated during the year.**
- 5 **Corrective Action Plan (CAP) Log and CAPs** in progress or completed. A QI/corrective action plan should be included for each hospital with greater than 3 monthly HEPP reports in the last “rolling” year.

The following items do not require submission with reports but must be maintained on file at the ASC and readily available for review during NBS ASC Vendor Agreement Liaison Site Visits to the ASC

- ✓ Assessment tools utilized (surveys, questionnaires, etc.). Must submit in advance for NBS approval.
- ✓ Final printed versions of state-approved newsletters or mass mailings completed during the quarter.
- ✓ Site Visit/Inservice Log - Materials from new inservices/presentations must be submitted to contract liaison for approval **two weeks** prior to the presentation (See Objective #8 of SOW). Maintain with the Log:
 - Completed *Training Form* and outline for each inservice presentation.
 - Completed evaluation forms or summary of evaluations for each inservice and site visit.
 - Attendance/sign-in lists for each inservice and site visit.

ASC YEAR END SUMMARY - Due July 31 for previous fiscal year.

1. Signed Progress Report Form (Exhibit A-Attachment II)
2. Final report of Quality Improvement Plan for the previous year.
3. Director's/Kaiser Lead Coordinator's report and recommendations.

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ASC MONTHLY REPORT

ASC: _____ Date of Report: _____ Month of: _____

Workload Issues (trends & efforts to improve):

1. **Problematic Cases or Issues**

2. **Explanation of data reported outside normal timelines**

3. **Other**

Site Visits: # Scheduled: _____ # Completed: _____

Site Visits – Hospital Name	Date of Visit	# Attended	Staff Attended

Inservices: # Scheduled: _____ # Completed: _____

Hospital Name and Dept.	Date of Visit	# Attended	Staff Attended

NBS Related Training/Travel/Meetings Attended:

Meeting/Place	Dates	Staff Attended	Agenda/Issues Discussed

Staffing Schedules for Next Month (Extended time off/ vacations etc.):

Name	Dates	Name	Dates

Staffing Schedules for Next Month (Weekend call):

Name	Dates	Name	Dates

Questions/Pending Issues from GDSP Liaison:

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ASC QUARTERLY REPORT

ASC: _____ Date of Report: _____ Quarter:

Attach a Signed Copy of Progress Report Form (Exhibit A-Attachment II).

ASC New Staff Orientation/Training Completed

Topics	Staff	Status

Scope of Work Progress Report

Cite issues/concerns or accomplishments pertaining to any SOW goals or objectives

Goal/Objective#	Report of Progress/Concerns

Corrective Action Plans (CAPS) completed or in progress

Corrective action plan should be included for each hospital with greater than 3 monthly HEPP reports in the last "rolling" year or other situations in which a CAP was completed.

CAP – Hospital Name	Reason for CAP	Date Completed

Quarterly Quality Improvement Plan Progress Report

See next page

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ASC Annual Quality Improvement Plan and Quarterly Report FY _____

Select at least two identified problems on which the ASC will focus.

Use this format for each problem.

Objective # _____

(Be specific and measurable and include numerical target you expect to reach by end of FY):

Assessment

(What is the scope of the problem? How did you identify this problem?) :

Target Group: _____

Action Plan/Interventions Responsible person(s)	Timeline/Expected Dates for Intervention (When plan activities will be carried out)	Method(s) of Evaluation (How will you measure if objective is being met)

Quarterly Quality Improvement Plan Progress Report

Report for each objective (i.e., actions taken or completed, identify results and progress toward meeting targets, problems encountered in implementation, any changes or modifications of the planned activities, and/or added objectives.

Objectives cannot be eliminated during the year.

Quarter 1 Progress Report:

Quarter 2 Progress Report:

Quarter 3 Progress Report:

Quarter 4 Progress Report: