

CONDUCTING FOCUSED STUDIES OF HEALTH CARE WORKSHEET

Use this or a similar worksheet as a guide while designing and conducting focused studies. Document the completion of each step. Refer to the protocol for detailed information on each area.

Demographic Information		
MCO/PIHP Name or ID:		
Study Leader Name:		
Telephone Number:		
Name of Focused Study:		
Date of Study Period: ___ / ___ / ___ to ___ / ___ / ___		
Type of Delivery System (check all that are applicable)		
<input type="checkbox"/> Staff Model <input type="checkbox"/> Network <input type="checkbox"/> Direct IPA <input type="checkbox"/> IPA Organization	<input type="checkbox"/> MCO <input type="checkbox"/> PIHP	<input type="checkbox"/> Number of Medicaid Enrollees in MCO or PIHP <input type="checkbox"/> Number of Medicare Enrollees in MCO or PIHP <input type="checkbox"/> Number of Medicaid Enrollees in Study <input type="checkbox"/> Total Number of MCO or PIHP Enrollees in Study
Number of MCO/PIHP primary care physicians _____		
Number of MCO/PIHP specialty physicians _____		
Number of physicians in study _____		
Component/Standard Number	Comments	Date Comp.
Activity 1. SELECT THE STUDY TOPIC(S)		
1.1. Study topic is selected through data collection and analysis of comprehensive aspects of enrollee needs, care and services.		
1.2. The topic(s), over time, address a broad spectrum of key aspects of enrollee care and services.		
1.3. The topics, over time, include all enrolled		

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populations: i.e., do not exclude certain enrollees such as those with special health care needs.		
Activity 2. DEFINE THE STUDY QUESTION(S)		
2.1. The study question(s) is/are clearly stated in writing.		
Activity 3. SELECT STUDY INDICATOR(S)		
3.1. The study has objective, clearly defined, measurable indicators.		
3.2. The indicators measure changes in health status, functional status, or enrollee satisfaction, or valid proxies of these outcomes.		
Activity 4. USE A REPRESENTATIVE AND GENERALIZABLE STUDY POPULATION		
4.1. The at-risk population is defined.		
4.2. If the study includes the entire population, the data collection approach captures all enrollees to whom the study question applies		
Activity 5. USE SOUND SAMPLING TECHNIQUES		
5.1. The sampling technique considers and specifies the true frequency of occurrence, the confidence interval and the margin of error.		
5.2. A sufficient number of enrollees are sampled.		
5.3. Valid sampling techniques are used.		
Activity 6. RELIABLY COLLECT DATA		
6.1. The data to be collected are clearly specified.		
6.2. The sources of data are clearly specified.		

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6.3. The methods of collecting data are clearly defined.		
6.4. The data collection instruments provide for consistent, accurate data collection.		
6.5. The study design specifies a data analysis plan.		
6.6. Qualified staff and personnel are used to collect the data.		
Activity 7. ANALYZE DATA AND INTERPRET STUDY RESULTS		
7.1. Analysis of findings are conducted according to the data analysis plan.		
7.2. Results and findings present numerical data in a way that provides accurate, clear and easily understood information.		
7.3. The analysis identifies measurable results in comparison to identified goals and benchmarks, factors that threaten internal and external validity, statistical significance of apparent differences between units of comparisons, and factors that influence the comparability of data.		
7.4. The analysis includes an interpretation of the extent to which the study was successful and follow-up activities.		

ATTACHMENT A

Record any additional comments pertinent to the design and/or conduct of the study:

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