

Appendix C—High-level Flow Chart for Task 6

Sub-Project Definition and Flow Chart for Task 6

Diamond Project: Task 6: VFC Site Visits	Sponsor	Task Process Owner
Description (purpose and background): Currently, multiple LHJs (8 out of 35) have opted out of providing Site Visits, and processes across those continuing to do Site Visits are highly variable. The Diamond Project team, with support of project sponsors, has agreed to transition Site Visits to a cross-jurisdictional sharing/service (CJS) approach. By developing a CJS model and redesigning and standardizing Site Visit processes across CJS sites, there is potential to realize efficiencies and cost savings that could be redirected to activities that increase immunization rates.		
Mission /AIM Statement: <div>1. Design a CJS approach to conducting Site Visits that maximizes efficiencies and minimizes overall program costs.</div> <div>2. Using re-designed processes, reduce the average time per Site Visit, contributing to overall efficiencies and cost reductions in the federal Immunization Program Grant implementation for Washington State.</div>		
Process Measure(s) of Success: Process Measures <ul style="list-style-type: none">Average time (in minutes) per site visitAverage # incidents noncompliance per site visit	Outcome Measures: <ul style="list-style-type: none">Average \$ per site visitAverage \$ training costs/site reviewer	
Project Scope <div>Diamond Project High Level Flow Chart Tasks 6 V. 1.0 01-12-2017</div> <div>Task 6: Site Visits</div> <div><div>1. DOH Identifying and organizing who gets a site visit (everyone gets a visit every other year)</div><div>2. LHJ gets their site visit assignments.</div><div>3. Contact individual provider and set up site visit (scheduling on your calendar)</div><div>4. Prepare for visit (pre-visit checklist- done independentt of provider)</div><div>5. Staff conduct the site visit</div><div>6. Follow-up of issues identified from the site visit</div><div>7. Final documentation in SAMS/PEAR and close visit and mark all as complete</div><div>8. Disseminate interim site visit communication six months after the site visit</div><div>9. DOH final review of SAMS/ PEAR data (quality assurance check to make sure that all contract deliverables are met)</div></div>		
Describe project boundaries, “inclusions”(in-scope) and “exclusions” (out-of-scope)		
Constraints/Program Rules: Site visits must be conducted of all participating providers every 24 months.		