**TRANSFER OF REHABILITATIVE CARE**

 **Health Service Provider Pilot Readiness Checklist **

Health Service Provider site champions should review the following checklist to ensure all requirements before the pilot go-live are met and the provider site is marked ready for the pilot.

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| ID # | Deliverable/Action Item  | Status (Complete, Pending, In-complete) |
| 1 | Project toolkit reviewed and shared with appropriate parties within the organization  |  |
| 2 | All front line staff involved in completing/sending or receiving the Transfer of Rehabilitative Care (TRC) form at the provider site are trained and educated on the Transfer of Rehabilitative Care process, including:* Scope of the pilot
* Pilot timelines
* Patient and provider evaluation process, &
* The TRC process (clear knowledge of what forms to use when i.e. TRC form, patient TRC form, patient survey)
 |  |
| 3 | Organization specific local processes to implement the TRC form have been reviewed and updated and discussed with frontline staff  |  |
| 4  | Impacted frontline staff have had the opportunity to go through the TRC form and patient form in a test environment prior to go-live |  |
| 5 | Project resources available through the RCA Rehab portal have been saved and shared with all impacted staff <https://mississaugahalton.rehabcareontario.ca/> |  |
| 6 | TRC form, TRC patient form and patient survey, and quick fax reference guide have been saved in a local accessible space (common drive for accessible forms within organizations) easy to access for all frontline staff. If the form will be used in paper based format, paper based versions are printed and placed in appropriate areas for quick use by staff.  |  |
| 7 | Issues/Opportunities for improvement log has been developed (sample provided in toolkit) to track TRC feedback from frontline staff throughout the pilot period.  |  |
| 8 | Role of a site champion for project related support and questions during the pilot has been shared with frontline staff and managers within each organization.  |  |
| 9 | For the in-scope pilot target populations (Stroke and Hip and Knee Bundle –OTMH only) any outpatient referral forms have been removed/replaced with the TRC form to ensure frontline staff do not revert to using old program based referral forms |  |
| 10 | Tracking Patients for the Pilot – organization specific processes should be in place. For the duration of the pilot each participating provider site will be asked to track the number of patients referred to other programs using the TRC form. For example within Home and Community Care the TRC will be tracked through CHRIS and through the PSR form submitted to the LHIN by the Service Provider Organizations. A similar process should be put in place at each participating site to track the number of patients referred using the TRC form.  |  |
| 11 | HSP site champions should schedule regular touch points with front line staff to ensure strong uptake of the TRC form and to ensure a smooth pilot cycle.  |  |
| 12 | Process to include TRC patient survey questions within each organization’s local survey process has reviewed and necessary steps taken to implement the survey questions prior to go-live (hospital inpatient units excluded). The TRC patient survey is to be provided at the last rehab visit from a program or post 1 week of program discharge.  |  |
| 13 | Ensure TRC patient survey has a return address and contact information for your organization for patients to submit completed surveys.  |  |
| 14 | Ensure a filing process for all manually submitted TRC patient surveys is in place. These patient surveys will be collected at the end of the Pilot by the project team for analysis.  |  |