

Community-Based Palliative Care Boot Camp 2019 Toolkit Table of Contents

1	Key Principles of Community-Based Palliative Care	A list of 7 foundational principles to guide the design of community-based palliative care programs.
2	National Consensus Project Clinical Practice Guidelines – 4th Edition FAQs	FAQs regarding Clinical Practice Guidelines for Quality Palliative Care, 4 th Edition that covers the reasons for the revised edition; new aspects of the Guidelines; and how to obtain the Guidelines.
3	Definition of Palliative Care	Lists several definitions of palliative care (from CAPC, CMS, and Clinical Practice Guidelines for Quality Palliative Care, 4 th Edition) and notes common themes.
4	CAPC’s Community-Based Palliative Care Needs Assessment & Decision Making Tool	A tool used to assist an organization in: <ul style="list-style-type: none"> • Assessing its motivation for, and capacity to, develop CBPC services; • Understanding the need for CBPC based on the perspectives of key stakeholders; • Synthesizing information to guide decisions on the appropriate delivery model.
5	Stakeholder Analysis Worksheet	A tool to assist in assessing attributes of stakeholders to increase understanding of their relationship to and impact on a CBPC program.
6	Partnership Introductory Meeting or Pitch Deck: Template for CBPC programs	A slide deck that provides a template to show how a CBPC program benefits its partners (geared towards payer partners) and how to request support for a pilot project from a payer.
7	Tools for Making the Case	A set of tools to help make the case to stakeholders for investment, partnership, and trust in the value of a palliative care program.
8	Payer-Provider Partnerships Tools	A set of tools that introduce various payment models that support the delivery of community-based palliative care, including a primer on what to know about payment and a glossary of terms.
9	Relationship between CBPC Program and its Administrative Home: A Checklist	A tool that lists administrative items to consider when operating a CBPC program.
10	Identifying Opportunities for Collaborating in the Community	A tool that lists potential community-service collaborators for a CBPC program.
11	Recorded Webinar: Palliative Care Partnerships: Leveraging Collaboration to Improve Access to Palliative Care	This recorded webinar focuses on integration of community palliative care with health care partners across the continuum, addressing forming partnerships, communicating patient information, partnering with clinical teams, and providing metrics to show the value of collaborations.

12	Targeting Patients Appropriate for Community-Based Palliative Care	A handout that describes patients generally considered appropriate – and not appropriate – for community-based palliative care.
13	Tips for the Referral Process	A tip sheet that provides insights on defining a referral process and developing a protocol for responding to referrals, including tips from the field.
14	Marketing Home-Based Palliative Care to Potential Referrers	A handout with tips on how to define a CBPC program, identify potential referral sources, and segment the marketing message for maximum impact.
15	Patient Triggers for Palliative Care: Sample Trigger Tools and Exercise for Creating Program-Specific Triggers	This worksheet helps a CBPC program define its patient population and the characteristics of patients who qualify for services, and offers two sample trigger tools.
16	Core Palliative Care Services	This handout lists 11 core specialty palliative care services based on domains described in the National Consensus Project Clinical Practice Guidelines – 4 th Edition.
17	Tips for Conducting Patient and Family Assessments	This tip sheet outlines categories of a comprehensive palliative care assessment to ensure quality and appropriateness of services to meet patient need.
18	Tips for Conducting a Palliative Care Home Visit	This handout outlines tips for conducting a palliative care home visit, from preparing for the visit to completing the visit.
19	Community-Based Palliative Care Coverage and Accessibility Checklist	A tool that poses questions to consider when designing after-hours and vacation coverage plans.
20	Sample Palliative Care Patient Assessment Templates	This resource provides guidance for designing a patient assessment template, along with sample forms that meet quality assessment and documentation standards.
21	Community-Based Palliative Care Administrative Planning Checklist	A checklist that identifies administrative aspects that are needed to support the provision of clinical care in community settings.
22	Fact Sheet: Definitions of Models of Clinical Responsibility	This handout defines four models of clinical responsibility – the degree to which the palliative care team is accountable for a patient’s care.
23	Community-Based Palliative Care Clinical Encounter Planning Checklist	This checklist helps assure readiness for clinical aspects of palliative care delivery and is organized according to the flow of a patient encounter.
24	Home-Based Palliative Care Staffing Model Summary	This document reviews three types of HBPC staffing patterns for programs funded through fixed-payment models, providing pros/cons and staffing/caseloads estimates for each model based on surveys of existing programs.
25	Community-Based Palliative Care Team Member Roles: A Comparison Chart	This grid outlines considerations regarding the roles and scope of practice of physicians, advanced practice providers, registered nurses and social workers when developing staffing plans for CBPC programs.

26	CAPC Monograph: Strategies for Maximizing the Health/Function of Palliative Care Teams	This monograph explores the why and how of developing processes that maximize the health of palliative care teams.
27	Funding a Palliative Care Program Toolkit	This comprehensive set of resources includes tools to help estimate CBPC volume / capacity and costs / prices, and develop budgets, as well as offering information on contracting with financial partners.
28	Optimizing Billing Practices Toolkit	A collection of tools that help CBPC programs optimize billing for services, including foundational principles, information and tips on accurate coding and billing.
29	Measurement Action Plan Worksheet	This worksheet outlines a six-step process to creating a CBPC measurement action plan.
30	Recommended Program Measures and CAPC Measurement Toolkit	A document that describes recommended program measures for community and in-patient palliative care programs.
31	Community-Based Palliative Care: Collection of Tools and Resources	A comprehensive list of articles and resources relevant to CBPC program designed, organized by venues of care and topics, such as business planning, measurement, quality and partnerships.
32	Ten Tips: How to Make the Pitch to Organizational Leaders For Community-Based Palliative Care	This document helps palliative care program leaders know how to prepare for and deliver a cogent presentation to organizational leaders about the value of community-based palliative care.