**MSQC 2024 QI Project Resource Document**

| **Category** | **QI Project Submission Requirement Details** |
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| Deadline | Late QI project submissions will not be accepted. If a submission is late, it will not be scored. |
| Deadline | MSQC will not reach out to you to pursue receipt of projects after the deadline. It is your responsibility to know when the project is due and adhere to the deadline. |
| Deadline | MSQC reserves the right to modify the project timeline to ensure enough time is available for MSQC staff to properly read and score project submissions. This means that we may not meet the January 31 deadline for distributing the preliminary scorecard to you because we require additional time to finish reading/reviewing/adjudicating the project submissions. As a result, the question/appeal submission timeline may be shortened accordingly. |
| Submission Route | Projects submitted on platforms other than the MSQC-designated submission method will not be accepted, unless otherwise arranged in advance with MSQC. If the project submission route is announced as a Qualtrics upload, then only submissions received via Qualtrics will be accepted. Submissions arriving via other routes will not be scored. |
| File Requirements | We must open files to read your project summary.  Therefore, the file submission requirements must be followed. Any deviation from these requirements will lead to your project not being entirely scored, or zero points awarded for files that are not clearly labeled, cannot be opened, or otherwise inaccessible to MSQC. |
| File Requirements | MSQC will provide instructions on how to submit your project files. Follow those requirements and ask questions if necessary.  If you are going to send files, either send the files compressed in a zip format, or be sure the attachment is EMBEDDED in your tracking sheet. If the file is LINKED, then we CANNOT OPEN THEM! We do not have access to files linked to your Desktop, to your Share Point, your Google drive, your network, etc. If we cannot open files, we will not award points for a given category. You can review your scorecard for partial/no point categories, and appeal if you wish. To appeal, you must send us something we can open and review. |
| File Requirements | Be sure to verify your files are correctly embedded or attached and will be able to be opened by an external party. You can do this by hovering over embedded/attached file, or right-clicking and viewing its properties. If it shows a hyperlink/storage location anywhere outside of the parent file housing the attached/linked document, then MSQC will not be able to open it. |
| File Requirements | We will not contact you to tell you your files won’t open, you attached the wrong file, we cannot locate the file you indicate, etc. In these instances, any inaccessible content that impacts your scoring can be appealed and corrected. |
| File Requirements | Do not put just one file into a zip file. There is no need unless your individual file is the size of a feature-length film (and it should not be that large). Also, do not put compressed zip files into parent zip files. There should be no need to do this. Windows typically cannot handle multiple levels of zips because the file path names for the lowest level become too long for Windows to manage. |
| File Content | Do not send files that are not useful to the overall project summary. MSQC will not open your 209 email attachments, your monthly department minutes from the entire year, Outlook appointment files from your calendar, etc. (yes, these are real examples). You should be able to summarize your QI work in your narrative. You can store all the metadata at your site, and if we should need it, we will ask. |
| File Content | Do not include files that are exact copies of resources/reports that MSQC provided to you. Pages of the Program Manual, the MSQC kickoff webinar slide deck, the MSQC-distributed data reports were all created by us, and we are familiar with the content. |
| File Type/Name | Tell us exactly what file (correct file name, etc.) contains the information we need that correlates with what you are describing in your project narrative. |
| File Type/Name | Do not name your file with an extremely long file name because they are often unable to be opened. |
| File Type/Name | Label all documents correctly. If your narrative states that the kickoff meeting was on February 21, then be sure there is a document that we can easily locate and know that the content is for the February 21 meeting. We will not open documents with a generic title such as “Document1” or “Presentation1”. Any content within those generic files will not be considered. You will have the chance to appeal if this affects your score. |
| **Category** | **Multidisciplinary Meeting** |
| Multidisciplinary Meeting | Attendees must be in 3 different disciplines and must include a general surgeon, anesthesiologist (for the Preop Testing QI project specifically), and MSQC/QI department representation. Other stakeholders (e.g., family medicine, IM, preop clinic staff, oncology, plastics….) may also attend. If the full complement of required attendees is not present at the meeting, no points will be awarded. |
| Multidisciplinary Meeting | Meetings must be synchronous, and can be in person, virtual, or hybrid formats. Project information shared over email, or multiple one-on-one meetings do not count toward this requirement and will not be eligible to earn points. |
| Multidisciplinary Meeting | Multidisciplinary meetings must meet the intent and spirit of a multidisciplinary meeting. This meeting is to be a working meeting with interactive discussion between team members about the QI project, current state, future state, project rollout, barriers, successes, and other pertinent issues. |
| Multidisciplinary Meeting | Meetings where the project content is presented to attendees without meaningful project discussion are not acceptable. For example, presenting an overview of the MSQC P4P requirements/QI project at a monthly surgical dept/hospital quality committee as a single item in an otherwise busy agenda will not be eligible to earn points for this goal. |
| Multidisciplinary Meeting | At a minimum, presentation materials, meeting minutes reflecting discussion and work about the project, and a listing of each attendee with their credentials and department affiliation are required to earn points for this goal. If an attendee list or the meeting minutes are not submitted, no points will be awarded. Presentation materials alone are not a substitute for either the meeting minutes or the attendee list. |
| Multidisciplinary Meeting | The project summary must clearly state the date of the multidisciplinary meeting, and the documentation attached must be clearly labeled as being specifically for the multidisciplinary meeting to earn points for this goal. Multiple submissions of meeting documentation from unrelated meetings will not be reviewed by MSQC to determine if any of them meet multidisciplinary meeting requirements. For example, do not submit minutes from 12 monthly surgery department meetings as your multidisciplinary meeting and indicate “see attached files”. It is your responsibility to clearly indicate the exact date of the multidisciplinary meeting and attach the related required documentation for that meeting. Only those documents will be reviewed for goal eligibility. |