

TREEHOUSE IMPLEMENTATION OFFICE CHECKLIST

Designate *staff roles*- who will be the office champions?

- Who will *inform* the office staff about the program?
- Which providers will *perform* the parent coaching?
- Who will *perform* scheduling?
- Other?

Promote the service to patients - how will parents be informed about the program?

- Office staff/ providers during office visits?
- Posters in office?
- Office website?
- Social media?
- Other?

Recruit families for telehealth coaching sessions who have children ages 9 and/ or 15 months primarily and who receive Medicaid or are low-income (but freely offer the coaching to other interested families as well). Ideally recruit 5 families and perform two coaching sessions. If this is not possible, aim to perform a total of 10 coaching sessions during the QI program

- Indicate to caregivers that you are offering your patients an opportunity to participate in a telehealth developmental coaching program in conjunction with the Maryland Chapter American Academy of Pediatrics that focuses on tips for parents about early child development. Let them know that this program is offered to all of your patients at ages 9 and 15 months and that you will be conducting the coaching session with them
- maintain a list of interested patients and patients who have received coaching
- create a system to *flag* patients who had 9- month coaching so that they can be offered 15- month coaching
- Be prepared to enter these coaching sessions into the QIDA data base for MOC 4 credit (please see the QIDA Data Entry Guide on the TREEHOUSE MDAAP website)

TREEHOUSE Study

- Ask caregivers who wish to receive coaching if they would *also* like to participate in the TREEHOUSE study. Caregivers who wish a developmental coaching session do not have to enroll in the TREEHOUSE study
- Study participants must be able to speak English
- Please provide the caregiver with TREEHOUSE Caregiver Information Sheet which contains a QR code for them to enroll in the study online. You may wish to make hard copies of this sheet to hand out to interested parents. Please *also* send the patient's initials, DOB, and email address as well as the date of the upcoming coaching session if available to Heather Whitty from the University of Maryland research team at heather.whitty@ssw.umaryland.edu
- Tips on how to briefly present the study to caregivers can be found in the Caregiver Recruitment Guide on the MDAAP TREEHOUSE website

Scheduling- how will the telehealth coaching session be integrated into the provider schedule?

Select a ***telehealth platform*** that is HIPAA compliant and that has ***sharing*** capabilities for the power point you will be using and that can also be used to ***videotape*** one of the coaching sessions

Parent permission forms if that is office policy for telehealth visits/ (permission forms will be needed for any video recorded patient sessions). Sample parent permission forms can be found on the MDAAP TREEHOUSE website. A separate consent form will be used for caregivers who enroll in the TREEHOUSE study.

TREEHOUSE EMR template needs to be integrated into the office EMR

Coding and insurance reimbursement: use the insurance reimbursement tracking form to document which codes are being reimbursed and which insurance companies are providing reimbursement. Billing codes are listed on the top of the EMR template. Your office can choose whether to bill the patient

directly if insurance does not cover the session. You can also challenge a denial by the insurance company.

Please let us know if a coaching session is not reimbursed.

Familiarize yourself with the Key Parent Teaching Points and the Developmental Narrative

- integrate the TREEHOUSE program incrementally
- don't sweat if you cannot get through the entire Parent Power point during a coaching session- use the time you have available to address what you feel are the key points-
- Be prepared to *improvise* and follow the parental cues and interests
- use the EMR template as a guide
- try using the TREEHOUSE concepts during routine well child office-based encounters
- use the cue cards located on the TREE website

Keep parents *engaged* during the coaching session:

- Focus on what *fun* things are they already doing?
- Allow and encourage parents to “show off” their kids
- Ask parents to have a toy and/ or book available for the session
- Use the photos in the TREEHOUSE power point to engage parents in thinking about child development
- Have parents “try out” concepts like the *sports announcer* approach particularly if it is a new skill
- Provide *positive* feedback