

Dear PEP Applicant:

The Home Centered Care Institute is a collaborative nonprofit with a mission to increase access to home-based primary care (HBPC) and to train the current and future workforce to meet clinical and operational standards in the delivery of that care. HCCI has created a nationwide network of Centers of Excellence (COEs) for HBPC that will deliver classroom education and is establishing Practice Excellence Partner (PEP) sites, leading house call programs, that will deliver a 2-day Mini-Fellowship (field experience). We invite you to apply to serve as a PEP and hope you will consider this exciting opportunity to impact the field of HBPC.

As an HCCI PEP, your organization and House Call Program will have access to:

- ❖ The nation's **first and only comprehensive HBPC curriculum**, developed and approved by nationally recognized experts in the field and based on adult learning instructional design principles (See Exhibit A for HCCI Education and Training Overview).
- ❖ **Discounted pricing** for house call program staff to participate in HCCI education.
- ❖ **HCCI University**; online continuing education to supplement knowledge and skills taught in the classroom and through the mentorship and mini-fellowship.
- ❖ **HCCI Train-the-Trainers**; workshop through which qualified staff become PEP Preceptors and members of the HCCI Faculty, a national cadre of subject matter experts, trainers and mentors (See Exhibit B for Mini-Fellowship Curriculum DRAFT).
- ❖ **Recruitment opportunities** through exposure to HCCI-trainees, particularly those who participate in a mini-fellowship with your program/practice.
- ❖ **Support from the HCCI PEP Coordinator** who will organize field experiences with PEP administrative support, and manage HCCI-centralized activities including PEP registration.
- ❖ **HCCI education and public awareness communications** designed to engage providers and payors in the shift from fee-for-service to value-based care.
- ❖ **Marketing, fundraising and other toolkits** related to effective and efficient operations.
- ❖ **Insights** gained from collaborative research involving COEs, PEPs and trainees from other house call programs across the country.
- ❖ **Opportunities to receive additional support** for your organization's House Call Program.
- ❖ Recognition as a national **leader in advancing HBPC**.

HCCI is committed to working with its COE and PEP partners to: train the future HBPC workforce, bring more current providers and practice managers into the field, and set clinical and operational standards for HBPC. We believe a field experience is a critical component of our curriculum. As such, we are looking for a few excellent practices whose clinical and practices operations align with HCCI's HBPC curriculum. As a PEP, your organization commits to the following responsibilities and obligations:

- ❖ **Maintain a House Call Program** that is committed to growth and development.
- ❖ Demonstrate a commitment to **delivering interdisciplinary, patient-centered care**.
- ❖ **Participate in a high-level Practice Assessment process**, at no cost to your organization (see Exhibit C for assessment details and Exhibit D for sample Scorecard).
- ❖ **Commit HCCI-trained staff members to serve as PEP Preceptors** for the Mini-Fellowship.
- ❖ **Enroll your clinical and practice management staff** in HCCI COE-delivered classroom training and follow-up mentorship and be accountable for implementing practice guidelines taught in the classroom.
- ❖ **Enroll your staff in HCCI Online University courses** to continue their education, training, and collaboration with peers.
- ❖ **Support the emerging evidence-base for HBPC through the HCCI data registry** (i.e., share HIPAA-compliant data on clinical and operational aspects of care such as: # patients served, # visits annually, quality metrics, and other data included in the Practice Assessment as detailed in Exhibit C). *NOTE: Data will only be used in the aggregate.*
- ❖ Work with HCCI and its PR firm, Edelman, to **pursue local and national opportunities for collaborative marketing and promotion** of HCCI curriculum (see Exhibit E).
- ❖ **Participate in HCCI's Annual Conference** to assist HCCI in measuring progress of and improving training programs and educational processes.
- ❖ **Encourage new and innovative practices** that will strengthen your program's clinical care and/or operational effectiveness, which may include (but is not limited to) recommendations provided as part of the Practice Assessment.

Our goal is a win-win partnership. Only the top house call programs will be considered for this prestigious program. To apply, please review the enclosed exhibits carefully and share them with your administration.

Should you decide to apply for consideration or have questions, please contact [Julie Sacks](#), HCCI's Chief Operating Officer, to schedule a brief call.

We at HCCI look forward to your application and to helping you leverage your status as an HCCI PEP to further advance Home-Based Primary Care.

Best regards,



Julie Sacks, Chief Operating Officer