

Aim	Milestones/Task	Completion Date	Responsible Parties	Status	Comments
<p>Aim 1: Create a primary palliative care intervention comprising screening-and-triage workflows, best practice treatment guides for high frequency problems, provider education, and a quality improvement (QI) toolkit.</p> <p>Subaim 1.1: Seek input from focus groups and an Advisory Board with key stakeholders (individuals with CF, caregivers, Care Teams, and palliative care experts) to inform the selection and core components of topics highly relevant to CF.</p>	Oversight and Model Development				
	Advisory Board & Project Leadership				
	Establish Advisory Board for the project, meeting schedule, and contact list	1/1/2020	Anna Georgiopoulos, Lara Dhingra, Stephanie Hicks, and Site Leads	Completed	
	Convene monthly Advisory Board meetings via videoconferencing	1/1/2020 - 12/31/2020	Anna Georgiopoulos, Lara Dhingra, and Advisory Board	Ongoing	
	Convene bi-weekly leadership meetings between MGH and MJHS Institute	1/1/2020 - 12/31/2020	Anna Georgiopoulos, Lara Dhingra, Russell Portenoy, and Stephanie Hicks	Ongoing	
	Execute subcontracts between MGH and participating sites	8/1/2020	Anna Georgiopoulos, Lara Dhingra, Stephanie Hicks, and Site Leads	Pending	Wini Schein to assist with subcontract at MJHS Institute
	Conduct pre-implementation planning meetings with Site Leads to develop procedures for customization of the intervention and project workflows, and discuss option of developing a QI initiative, at each of the 5 participating sites	7/1/2020 - 10/31/2020	Anna Georgiopoulos, Lara Dhingra, Site Leads, and Stephanie Hicks	Pending	Four out of five have been scheduled.
	• Send implementation worksheet to Site Leads	6/1/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Completed	
	• Customization of the intervention finalized for all 5 sites	10/31/2020	Anna Georgiopoulos, Lara Dhingra, Site Leads, and Stephanie Hicks	Pending	
	IRB				
	Create drafts of study protocol, purposive sampling plan, and participant interview guide	2/20/2020	Anna Georgiopoulos, Lara Dhingra, Site Leads, Melissa Basile, Elizabeth Gootkind, and Stephanie Hicks	Completed	
	Drafts submitted to Advisory Board for review and input	2/20/2020	Stephanie Hicks	Completed	
	Input received from Advisory Board, documents are finalized and distributed to all sites for submission to respective IRBs at each site	4/15/2020	Advisory Board, Anna Georgiopoulos, Lara Dhingra, Elizabeth Gootkind*, and Stephanie Hicks	Completed	
	Obtain IRB approval for project at all participating sites plus MJHS Institute (6 total sites)	8/1/2020	Site Leads	Pending	IRB approval received for: MJHS, Emory, Northwell, MGH. Soon-to-be approved: Stony Brook & MSBI
	Individual Interviews				
	Commence individual interviews with 14 patients and caregivers from all 5 participating sites in the project via telephone or videoconference per site preference	7/27/2020	Melissa Basile	Pending	
	Complete individual interviews	9/1/2020	Melissa Basile	Pending	
	Complete cleaning of transcriptions of individual interviews	9/8/2020	Elizabeth Gootkind*, Maggie Hardcastle*, and Stephanie Hicks	Pending	Use free transcription software to expedite transcriptions (Otter.ti)
	Analyze and interpret data from individual interviews	9/18/2020	Melissa Basile	Pending	Maggie Hardcastle*, and Stephanie Hicks can assist with content analysis
	Review data obtained from individual interviews with Advisory Board	9/24/2020	Melissa Basile, Anna Georgiopoulos, Lara Dhingra, and Advisory Board	Pending	Review at Ad Board meeting?
Education					
Patient Education Materials					
Develop 10-15 PDFs of patient and caregiver education materials		Anna Georgiopoulos, Lara Dhingra, and Advisory Board	Completed		
• Collate relevant patient education materials across participating sites	2/27/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Completed		
• Submit patient education materials to peer reviewers on Advisory Board for input on appropriateness	2/27/2020	Peer Reviewers on Advisory Board	Completed	Feedback received during Advisory Board meeting	
• Input received from peer reviewers on Advisory Board; PI's establish workgroups for tailoring materials for CF population	2/27/2020	Patient Education Workgroups	Completed		
• Workgroups begin a draft of revisions to materials / creation of materials	4/20/2020	Patient Education Workgroups	Completed		
• Workgroups submit outline to PI's	5/4/2020	Patient Education Workgroups	Completed		
• Workgroups submit first draft to PI's for review	5/26/2020	Patient Education Workgroups	Completed		
• Workgroups submit final version to PI's	6/15/2020	Patient Education Workgroups	Completed		
• Materials are finalized, submitted to Design Services for formatting, and ready for posting on project portal	8/14/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Pending	Elizabeth Gootkind* and Maggie Hardcastle* can assist with formatting of materials once templates are provided by Design Services	
Best Practice Treatment Guides					

Establish a process for creating 6 guides for management of high frequency problems in CF and goals discussions					
• Establish workgroup and meeting schedule	2/14/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, and Stephanie Hicks	Completed		
• Collate relevant materials from MJHS Institute and other sites	2/14/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella	Completed		
• Convene workgroup meetings	3/2/2020 - 9/4/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella	In progress		
• Drafts of Guides 1-3 completed	9/1/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella	Pending	Identify additional Advisory Board Members to collaborate per expertise (e.g., Pediatrics, Behavioral Health, Integrative Medicine, Social Work, Stakeholders)	
• Drafts of Guides 4-6 completed	9/1/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella	Pending	Identify additional Advisory Board Members to collaborate per expertise (e.g., Pediatrics, Behavioral Health, Integrative Medicine, Social Work, Stakeholders)	
• Provide Table of Contents to Advisory Board and seek volunteers to review	9/2/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella			
• Drafts submitted to peer reviewers on Advisory Board for input	9/10/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella			
• Input received from peer reviewers Advisory Board	9/17/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella	Pending		
• Modify and finalize Guides 1-3	9/28/2020	Russell Portenoy, Denis Hadjiliadis, Anna Georgiopoulos, Rachel Linneman, and Maria Berdella	Pending		
• Modify and finalize Guides 4-6	9/28/2020	Peer Reviewers on Advisory Board	Pending		
• Materials are finalized, submitted to Design Services for formatting, and ready for posting on project portal	9/30/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Pending	Elizabeth Gootkind* and Maggie Hardcastle* can assist with formatting of materials once templates are provided by Design Services	
Provider Education					
Develop e-learning content menu for CF Care Team					
• Establish content for Webinars 1-3	8/13/2020	Anna Georgiopoulos, Lara Dhingra, and Advisory Board	In progress	Topics chosen; format to be finalized	
• Establish content for Webinars 4-6	8/13/2020	Anna Georgiopoulos, Lara Dhingra, and Advisory Board	In progress	Topics chosen; format to be finalized	
Create 6 CME/CE webinars accredited for MDs/RNs/SWs/other Care Team professionals					
• Provide e-learning content menu to Advisory Board for feedback	8/19/2020	Anna Georgiopoulos and Lara Dhingra	Pending		
• Feedback received for e-learning content menu	8/20/2020	Advisory Board	Pending	Feedback can be provided during Advisory Board meeting	
• Creation of webinars 1-3 completed	9/1/20 - 10/1/2020	Anna Georgiopoulos, Lara Dhingra, Karen Richards, Education Experts, and MJHS Staff	Pending		
• Creation of webinars 4-6 completed	10/1/20 - 11/2/2020	Anna Georgiopoulos, Lara Dhingra, Karen Richards, Education Experts, and MJHS Staff	Pending		
Apply for and obtain CME/CE Accreditation	10/16/2020 - 11/8/2020	MJHS Staff	Pending		
Train-the-Trainer Manual					
Create a curriculum for one-day intensive session on palliative care for CF					
• Define lecture and workshop content	10/15/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Pending		
• Confirm speakers	11/10/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Pending		
• Receive slides/content from speakers	11/24/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks			
• Input key messages and key information to be included in Manual from lecture and workshop content	12/4/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Pending		
• Finalize manual	12/9/2020	Anna Georgiopoulos, Lara Dhingra, and Stephanie Hicks	Pending		
Quality Improvement (QI) Toolkit					

• Create/adapt initial toolkit	11/2/2020	Anna Georgiopoulos and Lara Dhingra	Pending	This can be an adaptation of an existing toolkit.
• Finalize QI toolkit	11/30/2020	Anna Georgiopoulos and Lara Dhingra	Pending	
Reporting				
Prepare draft of CFF grant proposal and site budgets	7/1/2020	Anna Georgiopoulos, Lara Dhingra, Stephanie Hicks, and Wini Schein	In progress	Site Leads to assist with review of proposal and site budgets
Submit CFF grant request for Year 2	9/1/2020	Anna Georgiopoulos and MGH Staff	Pending	
Submit Final Expense Report & Final Scientific Report for Year 1	4/1/2021	Anna Georgiopoulos, Lara Dhingra, Stephanie Hicks, and MGH Staff	Pending	Wini Schein at the MJHS Institute can assist
Preparation for Research				
TBA				
*Specific contact may vary				