Thank you for agreeing to serve as a Reviewer for the 2015 CFHA Conference Call for Presentations.

Proposal Reviews are an important component in planning the CFHA Annual Conference. The Conference Co-chairs will consider your ratings and comments to ultimately decide which sessions are presented at the Conference.

Each Review Team has been assigned a selected set of proposals to be reviewed. A Word document (attached in the email with your instructions) includes data for the set of proposals you have been assigned. Please read each one carefully before conducting your reviewer assessment.

**PLANNING TIMETABLE**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Proposals reviews conducted by assigned Review Teams. Reviewer responses collected through form online at <a href="http://www.cfha.net/?CFPReview">http://www.cfha.net/?CFPReview</a></td>
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<tr>
<td>April 20</td>
<td><strong>Deadline for proposal reviews by Review Teams</strong></td>
</tr>
<tr>
<td>May</td>
<td>Planning chairs review the proposal ratings to determine which sessions should be presented</td>
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<tr>
<td>May</td>
<td>Conference chairs make final selection of proposals to be accepted/declined.</td>
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<tr>
<td>June</td>
<td>Conference chairs plot schedule - assign proposals to presentation slot on the scheduling grid.</td>
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<tr>
<td>June</td>
<td>Email confirmations sent to confirm status of proposals</td>
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All reviewer responses must be submitted through the online form at [http://www.cfha.net/?page=CFPReview](http://www.cfha.net/?page=CFPReview)

**REVIEWER GUIDELINES**

**Reviewer Name:** Please enter YOUR NAME for the Reviewer First and Last Name field in the online form. This will help us to determine who has completed reviews and provides a resource for the Conference Co-chairs to refer back if there is a question related to your review, comments, etc.

**Submission Number:** When proposals are entered online through the CFHA web site, each proposal is assigned a 7-digit Submission Number. The Submission Number is key to tracking each proposal. Be sure to include the Submission Number for each proposal when entering your responses online.

**Criteria:** Proposals should be reviewed based upon the following criteria:

1. Importance
2. Innovation/Originality
3. Clarity/Organization
4. Interactive Format
5. Interdisciplinary Collaboration

**Key Track Areas**

All proposals should address one of the following:

1. Focus on a Patient and Family Centered Approach to Care may include:
   - Strategies, practices and tools proven to be effective in expanding roles for patients and family members to better manage their own health in primary and tertiary care settings.
   - Family-centered approaches to care in partnership with underserved communities to plan, implement and evaluate programs that reduce disparities in health care.
2. Redesign of Health Care Services and Structures may include:
   - Overcoming barriers to planning and implementation of integrated care in primary care and tertiary/specialty care settings.
   - Interdisciplinary, team-based approaches for a more whole-person approach to care.
   - Multi-sector partnerships to support the provision of integrated care, system transformation, and population health.

3. Population and Public Health may include:
   - Collaborative strategies aimed at the prevention and early intervention of physical and mental health problems.
   - Health promotion and disease-management support interventions for smoking cessation, healthy eating, exercise, and reduction of substance abuse.

4. Financial Sustainability and Cost Control may include:
   - Implementing policies and payment mechanisms that promote sustainable models of collaborative care within publicly and privately funded centers/organizations.
   - Documented changes in cost of healthcare by adoption of an integrated model of care delivery.

5. Workforce Education and Development may include:
   - Inter-professional training approaches.
   - Skills building training for providers based on evidence-based practices and treatment (e.g., diabetes intervention, PTSD care, etc.)
   - Strategies to address provider self care, stress, and psychological flexibility.

6. Training in Research and Evaluation may include:
   - Topics that explore how well-designed small scale quality improvement and evaluation projects can improve patient care, as well as yield results that can broadly impact the field (and show that they do).
   - Beginner-level technical training for professionals interested in conducting rigorous quality improvement and program evaluation projects.
   - Advanced technical training for attendees with research experience who are interested in adapting their skills to new initiatives such as Patient Centered Outcomes Research or Implementation Science.
   - Organizing frameworks for better understanding of the kinds of scientific methods that best align with directives coming from current health care policy, as well as help identify crucial gaps in research and collaborative opportunities.

Within each track, presentations should align with ONE of the six defined FOCUS AREAS listed below:

A. Pediatrics
B. Primary Care Behavioral Health Model of Service Delivery (population, health-based model of care where the medical team and behavioral health provider share information regarding patients using a shared medical record, treatment plan, and standard of care)
C. Technology (e.g., Electronic Health Records, registries, automated screening/assessment, program evaluation tools)
D. The Role and Impact of Physical Health/Medical Providers on Integrated Care Practice (e.g., physicians, PAs, nurses, NPs)
E. Policy (e.g., efforts that promote greater adoption and sustainability of integrated care at a local, state, and federal level; payment reform at both micro and macro levels; engaging patients, families, providers, and communities in policy reform initiatives)
F. Patient and Family Approaches to Care (care strengthened by a comprehensive, systemic perspective involving patient, family and community)

Content Level: The CFHA Conference audience includes healthcare professionals from a wide range of experience levels, from seasoned veterans and experienced collaborators, to individuals who are learning basic concepts, or teams engaged in the early phases of integrated care implementation. To help us better identify presentations likely to meet the needs of our audience, please evaluate whether the presentation content is most appropriate for the Advanced or Basic learner, or intended for a broad scope of Conference participants.

Session Length: We also would like to know your opinion regarding the length of presentation recommended for each proposal. Our goal is to offer an attractive selection of presentations for a diverse audience of healthcare professionals that address varying aspects of collaborative care.

The Conference schedule is limited to a maximum of 40 session periods over two days and each session period can be segmented to: a) a 90-minute presentation; b) a 60-minute presentation; c) a 40-minute presentation, or d) 20-minute presentations. (A brief transition time is allotted between 20 and 40-minute presentations).
• Please consider whether the content or format of the presentation warrants a full 60-minute or 90-minute period, or perhaps can be delivered in a more engaging 40-minute format.
• Similar proposals with the same subject matter may be combined and offered as 20-minute presentations.
• If the subject adequately meets review criteria but the content is not fully developed, maybe a Poster Presentation or roundtable Discussion Group is the better format.

Comments: Please feel free to offer comments about each proposal or suggestions for further consideration. These remarks will be considered by Conference Chairs in the decision-making process.

Submit: Be sure to enter data in all required (*) fields before clicking the "Submit" button. If your response is transmitted successfully, you'll see a message, "Thank You! Your review has been submitted."

If you don't see this response, please scroll up to see if there is missing data in any form fields. Complete the missing responses and click "Submit" again.

If you have questions regarding the Proposal Review, please contact Steffani Blackstock, CFHA's Conference Manager at sblackstock@CFHA.net