

AHRQ's Primary Care Practice Facilitation Forum

This email newsletter is the first step in building a learning network for individuals with an interest in practice facilitation. We are using this listserve to share perspectives on questions and answers submitted by learning forum members, as well as resources, research articles, and events of interest.

July 27th, 2012

Perspectives from the Field

What line items are included in a typical PF budget?

Below are some perspectives from two PF experts:

- *Michael Parchman, MD, MPH, MacColl Center for Health Care Innovation Group Health Research Institute, Group Health Cooperative*
- *Lyndee Knox, PhD, LA Net*

Other programs are likely to have different perspectives, depending on their focus, context, and other factors. How does your experience compare?

Please submit your responses to PracticeFacilitation@mathematica-mpr.com and we will share them in upcoming newsletters.

Michael Parchman: Some of these are described in the AHRQ Practice Facilitation Program manual on pages 23-24 (The manual is available [here](#)). In addition to staff/personnel, don't forget fixed costs such as office space, utilities, computers, internet, phone, etc. There will also be start-up costs such as training your facilitators and an initial marketing plan for your program to potential users. Also don't forget costs for travel--some PF programs have found it helpful to visit practices they have served in between funded projects just to maintain a healthy relationship. Many PF programs find that keeping in touch with facilitators in the field by providing them with cell phones and wireless mobile computing devices is invaluable, so these costs need to be included. It also helps to have some source of funds for food and other activities that get you in the door at many of the practices your facilitator will be working with.

Lyndee Knox: Here are some budget line items that come to mind for me:

Personnel

- Program director
- Trainer/supervisor for PFs
- Data manager/analyst
- Administrative assistant
- Practice facilitators

Consultants

- General IT support
- PF expert
- Academic detailers
- HIT expert (Registries and EHRs)
- Consultants on specialty topics (open access, etc)
- Patient/community representative on PF team

Supplies and software

- General office supplies
- Food/incentives for meetings with practices
- Project management software/application
- Video conferencing software/application for PF training, distance facilitation, expert consultation at a site, local learning collaborative sessions

Equipment

- Smart phones, web book, computer
- Tablets for survey collection
- Projector

Utilities

- Cell phone/broadband charges

Travel

- Mileage to and from practices for site visits
- Mileage to on-site PF training events
- Travel to conferences for PF and PF leadership professional development
- Travel for practices to visit exemplar practice

Other

- Travel and tuition costs for send-away training

Stipends

- Stipend for exemplar practice to share knowledge

Indirects

- Indirects to cover insurance, etc.

Resources

Check out the [PCPF Updates page](#) at the PCMH Resource Center (www.pcmh.ahrq.gov) for information about upcoming learning opportunities, previous editions of the PCPF eNewsletter, and slides and audio from previous Practice Facilitation Webinars.

Please also visit the PCMH Resource Center at www.pcmh.ahrq.gov to explore white papers, briefs, a searchable citations database, and other resources related to the Patient-Centered Medical Home and primary care improvement.

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