

Policies and Procedures



Title	Effective Date
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Leap Suggestion, Selection, and Refinement; Hospital Quality and Safety Survey Language Refinement
09/17/04

Policy (Description)

Leapfrog uses a structured process to review suggested refinements to existing leaps, suggested new leaps, and suggested changes to Leapfrog's hospital survey language. Those who would like to submit suggestions should consider the following four criteria that Leapfrog uses when selecting leaps:

1. There is scientific evidence that their implementation would significantly reduce preventable medical mistakes.
2. Implementation by the health industry is feasible in the near term.
3. Consumers can readily appreciate their value.
4. Health plans, purchasers and/or consumers can easily ascertain their presence or absence when assessing healthcare providers.

In addition, The Leapfrog Group **prioritizes** Leaps that:

1. Would be unlikely to be achieved without special market reinforcement;
2. Can be expressed succinctly (within few sentences); and
3. Are consistent with recommendations of the Institute of Medicine and the National Quality Forum.

*** Important: The Leapfrog Group will review only suggestions posted in the correct format described below.**

Contact

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Procedure

Responsible Party	Action
Individuals or Organizations Suggesting Refinements to Existing Leaps	<p>Instructions for Suggested Refinements to Existing Leaps</p> <ol style="list-style-type: none">1. Please email your suggested refinements to the addresses listed below:<ol style="list-style-type: none">a. CPOE: CPOE@leapfroggroup.orgb. IPS: IPS@leapfroggroup.orgc. EHR: EHR@leapfroggroup.orgd. NQF: NQF@leapfroggroup.org2. Put the name of the leap for which you are suggesting refinements in the subject heading of your email. If you are commenting on more than one Leap, please send separate emails for each Leap to the appropriate email address.

Responsible Party	Action
<p>Individuals or Organizations Suggesting Refinements to Existing Leaps (Cont.)</p>	<ol style="list-style-type: none"> 3. Format your suggestions via the following section headings in your response: <ol style="list-style-type: none"> a. <u>REFINED LEAP</u>: a revised statement of the leap that incorporates your suggested refinement(s). b. <u>RATIONALE</u>: your explicit rationale for the refinement(s) sequenced in the order of <i>each element</i> of the refinement. c. <u>EVIDENCE-BASED DOCUMENTATION</u>: if applicable and available, specification from referenced, peer-reviewed publications of quantitative findings that document that the refinement(s) will either: prevent more deaths or complications than the existing leap; or achieve equivalent health benefit at a lower cost. d. <u>HOSPITAL SURVEY WORDING</u>: the revised wording for the Leapfrog survey items by which hospitals would self-report their status on the refined leap that you suggest. e. <u>CORRESPONDENCE</u>: your name, organizational affiliation, title, and e-mail address for correspondence with The Leapfrog Group. 4. The Leapfrog Group is unlikely to consider suggestions that do not adhere to these instructions or exceed 1,000 words.
<p>Individuals or Organizations Suggesting Refinements to Hospital Survey Language</p>	<p>Instructions for Refinement of Survey Wording</p> <p>If you are not recommending refinement(s) of the leaps themselves, but do recommend changes to the wording of the hospital survey, download the MS Word version of the survey. Make your suggested changes in tracked format, providing a rationale for the changes within parentheses immediately following each change. Email your suggested changes back to Surveylanguage@leapfroggroup.org.</p>
<p>Individuals or Organizations Recommending New Leaps</p>	<p>Instructions for Recommending New Leaps:</p> <ol style="list-style-type: none"> 1. <u>NEW LEAP</u>: submit a short description of the new leap you recommend. 2. <u>RATIONALE</u>: your explicit rationale for recommending this new leap. Describe how the new leap meets each of the four criteria and two priorities used to select leaps (see 'Background' for criteria details). 3. <u>EVIDENCE-BASED DOCUMENTATION</u>: if applicable and available, specification from referenced peer reviewed publications of quantitative findings that document the expected number of deaths or injuries prevented by the new leap, average net investment required by each hospital, and resulting saving, if any, to hospitals and insurers. 4. <u>HOSPITAL SURVEY WORDING</u>: the wording that you recommend for the Leapfrog survey items by which hospitals would self-report their status on the new leap that you suggest. 5. <u>CORRESPONDENCE</u>: your name, organizational affiliation, title, and e-mail address for correspondence with The Leapfrog Group. 6. Please email your suggested new leap to NewLeaps@leapfroggroup.org 7. The Leapfrog Group is unlikely to consider suggestions that do not adhere to these instructions or exceed 1,000 words. <p>Questions: Please contact Barbara Rudolph at brudolph@leapfroggroup.org, for further assistance.</p>