

Key Terminologies and Definitions

Key Terms	Description
Benchmarking Report	Viral suppression data are collected and submitted to allow comparisons across Impact Sites; these benchmarking reports are immediately available in the online Impact Now Database; a detailed benchmark report is issued by CQII within one month after the submission deadline for Impact Sites
Case Presentation	Presented by each Impact Site during Learning Sessions throughout the Collaborative to promote peer sharing; a standardized case presentation templates and slide set are provided
Case Presentation Template	A Case Presentation template has been created to help Impact Sites prepare for their Case Presentations, which includes all required elements; several completed samples are available from past collaboratives
Change Package	A listing of evidence-informed interventions and emerging practices that are useful in developing specific ideas for changes that lead to improvement
Collaborative Benchmark Reports	Benchmark reports are released after every data submission deadline by CQII; it provides information on the progress toward meeting the Collaborative aims and how the data performance results compare to the overall Collaborative goals
Collaborative Toolkit	This is a document for all participants in the Collaborative that details the roles, expectations, and submission details of the Collaborative; it outlines to participants and faculty how to approach each specified task in the Collaborative and the corresponding resources
Content Expert	Individuals with significant content; individuals may include medical professionals, quality improvement experts, or individuals with HIV to ensure the consumer perspective is included in all discussions
Data Affinity Group	A role-specific Affinity Group that is designed for those who report performance data for Impact Sites to understand data measurement details and help with data reporting technologies
Driver Diagram	A graphic display of drivers (factors) that have been identified by the experts to have major impacts on achieving the preferred outcome (aim); Primary Drivers are the major factors driving the outcome and Secondary Drivers are the detailed activities and structures that makeup the Primary Drivers
Glasscubes	A password-protected file sharing platform used to share and submit documents for the Collaborative aside from viral suppression data and intervention data, which are done through the online database
Impact Now Collaborative Website	The externally facing website for this Collaborative allows Impact Sites and non-participating HIV providers and consumers access to resources and tools of the Collaborative
Impact Now Database	An online database where Impact Sites submit their viral suppression data; this database produces the benchmarking reports
Impact Now One-Page Flyer	A one-page pdf document to introduce the overall <i>Impact Now Collaborative</i> framework and to explain key terms used during the Collaborative
Impact Site	Individual RWHAP recipients or subrecipients participating in the <i>Impact Now Collaborative</i> that provide direct clinical care; each Impact Sites is asked to focus their local improvement efforts to raise their viral suppression levels to the national viral suppression mean
Impact Site Aim Statement	A document, developed by each Impact Site, describing the current status quo and what each Impact Site intends to measurably accomplish at the end of their improvement work; it clarifies and focuses the team's direction and scope of work
Impact Site Enrollment	Individual RWHAP recipients or subrecipients enroll online using the provided link as Impact Sites to participate in the Collaborative

HIV Affinity Group	A role-specific Affinity Group dedicated to people with HIV, consumer advocates, or consumer liaisons to ensure that the voice of individuals with lived experiences is heard and that relevant feedback can be incorporated into all aspects of the Collaborative
HIVQUAL Workbook	A quality improvement (QI) guide to learn more about basic QI concepts and their application in HIV programs [https://targethiv.org/library/hivqual-workbook-0]
HRSA HIV/AIDS Bureau Invitation Letter	A letter by senior HIV/AIDS Bureau leadership to introduce the <i>Impact Now Collaborative</i> to RWHAP recipients and subrecipients
Introduction Session	A webinar held by CQII staff and senior HRSA leadership to introduce the Collaborative to participants; session materials include a recording of the session, as well as the slides and corresponding documents
Learning Session	In-person or virtual meeting that brings Impact Sites together with HIV/AIDS Bureau and CQII representatives, QI Coaches, faculty, and other representatives to develop improvement efforts and promote peer exchanges
NQC Part B Guide	A guide by the National Quality Center (NQC), which shares the best-practices from participating RWHAP-funded Part B programs in previous NQC collaboratives [https://targethiv.org/library/building-capacity-statewide-quality-management-programs-nqc-guide-ryan-white-hiv-aids-program]
NQC Subcontractor Guide	A guide by the National Quality Center, which shares best-practices from RWHAP recipients to work with subcontracted agencies to improve HIV care and services [https://targethiv.org/library/partnering-subcontractors-improve-hiv-care]
Planning and Implementing a Successful Learning Collaborative Guide	A guide by the New York State Department of Health to outline the necessary steps to set up and support a quality improvement collaborative [https://targethiv.org/sites/default/files/file-upload/resources/Plan_Implement_Learning_Collaborative_2008.pdf]
Pework Assignments	Assignments during the Engagement Phase (Jul – Dec 2022) designed to prepare participants for the first Learning Session (Jan 2023); these include: familiarization with Collaborative tools, the establishment of local QI team, drafting of aim statement, etc.
QI Coach	Quality Improvement (QI) expert contracted by CQII to support assigned Impact Sites and provide individualized technical assistance
QI Group	QI Coaches are assigned to work with a group of Impact Sites; virtual QI Group meetings with Impact Sites and the QI Coach are held twice a month
QI Intervention	A change in some aspect of the system or process with the goal of increasing the quality of care of clients and improving health outcomes
Storyboard	A visual display of key aspects of a QI project to inform others about the goals of the improvement efforts, performance data over time, interventions used, and lessons learned; a slide template and past storyboards are available
Technical Assistance Referral Form	A link to the TargetHIV website to request technical assistance for clinical quality management by HRSA beyond what is provided during the Collaborative
Viral Suppression Data	Every other month, each Impact Site submits their viral suppression data (HAB viral suppression measure definition: National Quality Forum #: 2082) for all people with HIV receiving HIV care (entire HIV caseload)