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| **Term** | **Definition** |
| Affinity ECHO Group | Special interest groups formed with Community Partners (collaborative participants) who target the same subpopulation of focus (e.g., MSM of Color), assume similar roles on the Regional Response Team (e.g., Team Leader) or at the community level (e.g., consumer) |
| Affinity Faculty | Each Subpopulation Affinity ECHO Session supported by a group of experts who are responsible for planning the content, review of case presentations, and facilitating their respective Affinity ECHO Sessions; membership of the Affinity Group Faculties is comprised of CQII staff and consultants, spokespersons, and HHIV/AIDS Bureau representatives |
| Affinity ECHO Session | Virtual Affinity ECHO Group meetings focused on one of the disparity subpopulations; these sessions follow the teleECHO model and include didactic updates by content experts, case presentations by fellow participants (Community Partners), and opportunities for peer sharing |
| Benchmarking Report | Viral Suppression data are aggregated to allow comparisons across Regional Teams; these benchmarking reports are issued within one month after the submission deadline for Community Partners  |
| Case Presentation | Presented by each Collaborative Partner during Affinity ECHO Sessions at least once throughout the Collaborative to promote peer sharing and build local improvement capacity; a standardized case presentation template, slide set, and completed sample are provided |
| Cross-Part Assessment Tool | Standardized tool used to assess the regional infrastructure and alignment across Community Partners across a Regional Group: cross-Part infrastructure; communication strategies; cross-Part quality management plan; HIV performance measurement; QI projects; and training and technical assistance |
| Community Partner | Individual RWHAP recipients or subrecipients participating in the Collaborative; Community Partners include RWHAP-funded agencies that provide direct clinical care or support services or are regional HIV stakeholders |
| Community Partner Survey | A quarterly survey to be completed by Community Partners designed to assess the overall effectiveness of the Collaborative and the functionality of Regional Groups, and to solicit further feedback |
| Consumer | People living with HIV who are participating in the various aspects of the Collaborative; consumers are engaged in the Planning Group, Regional Group Response Teams, and Affinity Group Faculty among others |
| Content Expert | Individuals with significant content expertise related to a specific disparity subpopulation; individuals may include medical professionals or quality improvement experts; these individuals are part of the Affinity ECHO Group Faculty |
| Disparity Calculator  | An Excel spreadsheet to assist in the decision-making process of Collaborative participants on which disparities to work on based on available performance data. |
| Facilitator | Individual contracted by the CQII to plan, coordinate, and facilitate Affinity ECHO Sessions; these individuals are part of the Affinity ECHO Group Faculty |
| Learning Session | In-person or virtual meetings that bring Community Partners together with HIV/AIDS Bureau and CQII representatives, QI coaches, and Planning Group members, and other representatives to develop improvement efforts and promote peer exchange |
| Planning Group | A set of individuals who plan, develop, and implement the Collaborative; composed of HIV/AIDS Bureau representatives, spokespersons, content experts, QI coaches, ECHO representatives, and CQII staff |
| Pre-Work Assignments | Assignments designed to prepare participants for Learning Session 1; these will include: identifying core Regional Response Team membership and roles, establishing meeting frequency and structure, developing a regional aim statement, etc. |
| QI Coach | Quality Improvement (QI) expert contracted by the CQII to support Regional Groups and Regional Response Teams |
| 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. |
| Regional Group | Regionally-based improvement group composed of HIV providers (Community Partners) in a respective catchment area (i.e., state, regions within a state, or cross-state areas) who participate in the Collaborative |
| Regional Group Aim Statement  | A document, developed by each Regional Group, describing the current status quo and what each Regional Group intend to accomplish at the end of their improvement work (i.e., further alignment across Parts); it clarifies and focuses the group’s direction and scope of work |
| Regional Group Meeting | Meetings by Regional Response Team, Community Partners, and QI coach to discuss the Collaborative, including data submissions, QI interventions, case presentations, and training efforts |
| Regional Response Team | Community Partners form this cross-functional group of local quality leaders representing the Regional Group; the Regional Response Teams assume key roles and responsibilities of the Regional Group, and include at least one consumer in each team.  |
| Spokesperson | Individual living with HIV who represents a subpopulation of focus for this Collaborative and actively participates in the Planning Group and Affinity Group Faculty |
| Subpopulation Affinity ECHO Session | Virtual meetings focused on one of the disparity subpopulations; Affinity ECHO Sessions are attended by individual participants focusing on the same subpopulation, facilitator, content expert(s), and two subpopulation-specific spokespersons; agenda includes didactic presentation from a content expert and case presentations by Collaborative participants |
| Sustainability Plan | A written document authored by the Regional Group to envision how Regional Group activities will occur beyond the formal Collaborative (after September 2019) |
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| Training Log | A log to track all provider and consumer training activities, conducted either by the Regional Groups or centrally by CQII; Regional Group trainings are routinely reported to CQII |
| Vanguard Meeting | In-person meeting prior to Learning Session 1 to plan the upcoming Collaborative and gather further input from internal and external stakeholders; participants include diverse RWHAP recipients HIV/AIDS Bureau representatives, QI coaches, spokespersons, and Project ECHO |
| Viral Suppression Data  | Every other month, each Community Partner submits their viral suppression data (HAB viral suppression measure definition: National Quality Forum #: 2082) for a) all PLWH receiving HIV care (entire HIV caseload); and b) participant-selected disparity group (identified subpopulation) |