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November 2006

Director of Quality Improvement/Performance Improvement
Facility
Address
City, New York Zip

Dear Director of Quality Improvement/Performance Improvement,

On behalf of the Medical Orders for Life-Sustaining Treatment (MOLST) Community Implementation Team for Monroe and Onondaga Counties, I am seeking your assistance to ensure the success of the MOLST Pilot Project.

We are collecting data to evaluate the accurate completion of MOLST forms throughout the community. We encourage all hospitals, long-term care facilities, PACE programs, home care and hospice agencies in Monroe and Onondaga Counties to participate in this performance improvement process.

To achieve a consistent evaluation process, we ask that you use the enclosed MOLST Quality Chart Review tool for audit completion of MOLST forms. The suggested process is based on responses to a recent community survey.

Community consensus is that 30 charts should be reviewed, with the option to review more in larger facilities. You should use a process to select the records for review that will accurately represent your facility. Please share with us the method used to identify the charts for MOLST review, including specifics such as timeframe, condition, facility unit, etc.

Please choose one of the suggested methods for selection of records and provide pertinent details:

All new admissions (e.g., admission to the ICU in the last 20 days or to a nursing home in the last six weeks)

All individuals who choose a Do Not Resuscitate (DNR) order

All deaths

Other _____

(If "Other," please describe the representative sample of the institution where you are using MOLST.)

The enclosed MOLST Quality Chart Review tools are coded for each facility; however, confidential individual data will *not* be released. Facility-type community data will be aggregated and used to track our progress in achieving a target benchmark. Our goal is to provide feedback to each participating facility that compares individual facility performance with community performance and the target benchmark.

Two target community benchmarks have been set:

1. A ninety percent accuracy rate for DNR orders (Sections A, B, C and F)
2. A ninety percent accuracy rate for Life-Sustaining Treatment orders (Section E)

If the target has been achieved, then the next review could be incorporated into the facility's performance improvement processes, as appropriate. If the target has not been achieved, it is recommended the review should be repeated monthly until target performance has been achieved.

Please review the MOLST forms your facility has on record, complete the enclosed MOLST audit tools along with this letter and return them to me within one week of receipt.

Thank you for your time in participating in the MOLST performance improvement process and your commitment to improving care of individuals with advanced progressive chronic illness.

If you have any comments or questions, please contact me at (585) 238-4514 or email me at patricia.bomba@lifethc.com.

Sincerely yours,

Patricia A. Bomba MD

Patricia A. Bomba M.D., F.A.C.P.
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Chair, MOLST Community Implementation Team for Monroe and Onondaga Counties