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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **(5.3) WV Project ECHO: Project Submission**

### **Overview**

The West Virginia Project ECHO (Extension for Community Healthcare Outcomes) realizes the importance of branching out into new topic areas for long-term success of the WV ECHO program. When a new project is submitted through iLab, the Project ECHO manager and coordinator will ensure that the project submission form is completed correctly and is provided to the review committee for evaluation and consideration.

### **Purpose**

The West Virginia Project ECHO of the West Virginia Clinical and Translational Science Institute (WVCTSI) accepts case project submissions from multiple avenues such as rural primary care providers and academic clinicians. This submission process is required for Project ECHO to make sure project submissions are vetted and fulfill the necessary requirements to be an ECHO project.

### **Scope**

This document outlines the West Virginia Project ECHO project submission process required for all potential ECHO projects.

### **Definitions**

**ECHO** – Extension for Community Healthcare Outcomes

**Hub** – Group of specialist in a specific area (such as Hepatitis C) that review and provide recommendations for all ECHO case presentations.

**iLab** – Online tracking and reporting system for WVCTSI and its partners.

**Review Committee** – Group of ECHO affiliated professionals that evaluates project submission concepts for possible implementation. The Review Committee consists of

the ECHO director, manager, coordinator, rural primary care administrator, and rural primary care providers.

**Spokes** – Health care organizations and primary care providers that present ECHO case presentations and receive educational materials from the Hub.

## Policy

The Project ECHO manager and coordinator will be notified of any project submissions via the automatic email response from iLabs.

Once a potential project is submitted to Project ECHO, the coordinator will review the project for accuracy and compliance with the Project ECHO criteria based out of the University of New Mexico. Once the project is reviewed, feedback will be given back to the person/ organization who submitted. The project can be approved, need modifications, or rejected by the WV Project ECHO Review Committee. Once a decision has been made the applicant will be notified via email and can request a face-to-face or video conferencing meeting to discuss the project and decision further. If project is accepted, then the ECHO manager and coordinator will work to start the planning process.

## Procedures

1. Upon completion of the online project submission form located within the iLabs system, the ECHO coordinator will ensure that the information is properly recorded and information is complete.
2. Information from the project submission form is transferred to a PDF so it cannot be edited.
3. Project submission is then sent to the ECHO manager for review before sending to WV Project ECHO review committee for feedback.
4. ECHO coordinator will notify the applicant when their submission will be reviewed and will also give them the PDF version.
5. Project submission will be reviewed by the Review Committee within 2 weeks of its submission.
6. ECHO manager and coordinator will provide feedback to the applicant.
7. Applicant can then request a face-to-face or video conference meeting to discuss the project further.
8. If project is accepted, then the ECHO manager and coordinator will work to start the planning process.

**Review Criteria for Project Submissions:**

- 1) Has this project been submitted from a provider/community member?
  - a. If not, has there been community involvement from beginning?
- 2) Does the project have funding?
  - a. If yes, from where and how much
- 3) Is the area of focus a WVCTSI priority health area?
  - a. If yes, which one?
  - b. If not, explain need
- 4) Will this potential Project ECHO have good participation from rural primary care?

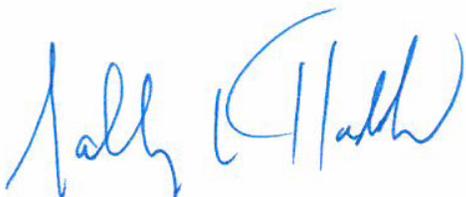
**Roles and Responsibilities**

It is the responsibility of the applicant to provide accurate information upon completing the online form. WV Project ECHO staff and review committee reserves the right to reclassify applicants if they are better suited for another WVCTSI service or program. Applicant’s information details shall not be distributed for any use other than communicating with WV project ECHO Review Committee and sharing within the WVCTSI organization.

**Approval and Authority to Proceed**

I approve the as described above, and authorize to proceed.

| <b>Name</b>         | <b>Title</b>   | <b>Date</b> |
|---------------------|--|-------------|
| Sally L. Hodder, MD | Director, West Virginia Clinical and Translational Science Institute | 4/10/18     |



4/10/18

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Approved By

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Date