

# CRITERIA INFORMATION



## 2021/22 Collaborative Practice Incentive Component information

The Collaborative Practice Incentive Program (CPIP), which was developed under the 2008 Master Agreement, makes available a payment of \$5,000 per physician and is available to fee-for-service and alternative payment plan family physicians who meet the 2021/22 eligibility requirements and apply for the funding.

Under the 2019 Master Agreement, this program is still slated to be terminated and the associated funding will be transitioned to fees. However, the current CPIP, including the existing eligibility requirements will continue until the new fees intended to replace it are developed and implemented.

For fiscal year 2021-22, family physicians, who are part of a qualifying community-based collaborative practice, must submit one completed funding application as a practice group listing the names of all the participating family physicians. Applications from individual physicians will not be accepted.

The incentive program will not recognize shared on-call, walk-in clinics, co-located physicians with unique patient populations, locum services, hospital inpatient services, and ad hoc (irregular) collaboration with allied health care professionals as a community-based collaborative practice.

## 2021/22 Eligibility Criteria (All must be met)

1. Each participating physician must be a general practitioner/family physician with minimum total insured billings/payments of \$100,000, including a minimum of \$25,000 of office billings, during the period January 1, 2021 to December 31, 2021. An individual physician's eligibility is not dependent on the billing levels of other physicians.

The minimum billing criteria are waived for physicians who have practiced in Nova Scotia for less than the 12-month billing period used to determine program eligibility for the annual payment.

2. The physician must be participating as a member of an eligible collaborative practice at the time of application for the 2021/22 Collaborative Practice Incentive Component payment.

3. The collaborative practice must consist of a minimum of two (2) family physicians and one (1) "collaborating other licensed health care provider". This includes the following other legislated licensed health-care providers and does not include specialist physicians:

- Licensed Practical Nurses
- Chiropractor
- Dentists
- Dietician/Nutritionists
- Occupational Therapists
- Optometrists
- Pharmacists
- Psychologists
- Physiotherapists
- Registered Nurses (including Nurse Practitioners)
- Midwives
- Respiratory Therapists
- Paramedics
- Social Workers (Department of Community Services Legislation)

4. For the purpose of the CPIP, one “collaborating other licensed health-care provider” is defined as working a minimum of 20 hours per week.
5. One “collaborating other licensed health-care provider” position could be filled by 1-3 people in an effort to encourage flexible collaboration and respond to patient needs.
6. The required ratio of eligible FPs to “collaborating other licensed health-care providers” is as follows (minimum of two FPs required)

Number of eligible FPs	Required number of “collaborating other licensed healthcare providers”
2-5 FPs	1
6-10 FPs	2
11-15 FPs	3
16-20 FPs	4

7. FPs must engage in Meaningful Team Collaboration with each other and the “collaborating other licensed health-care provider(s).” All required characteristics must be present.

### Meaningful Team Collaboration

Characteristic (all must be present)	Accountability Measure
Team members provide care to a common group of patients	Common patient population
Team members develop common goals for patient outcomes and work towards those goals	Chart verification of interaction among team members in patient care as appropriate
Appropriate roles and functions are assigned to each member of the team	All providers practicing to full scope of practice
The team possesses a mechanism for sharing information about the patient	Common patient record and/or shared EMR
The team possesses a mechanism to oversee the carrying out of plans and to make adjustments as necessary	Set time for formal team collaboration (i.e. case conferences, team meetings)

8. Formal team collaboration must occur **at least once per week** and include the “collaborating other licensed health-care provider(s)”.

9. Effective April 1, 2013, in order for an individual family physician to qualify for an annual CPIP incentive payment, **2 of the following 5** criteria must also be met:

Criteria (2 of 5 must be met)	Accountability Measure
<p><b>Evening and/or weekend appointments:</b> Physicians are required to provide regular evening and/or weekend appointments, a minimum of once per week.</p>	<p>Appropriate billings for the GP Enhanced Hours Incentive program (eligible office visits submitted with the modifier GPEW).</p>
<p><b>Same day/next day appointments:</b> The collaborative practice is required to be structured to accommodate same day/next day appointments within the daily practice schedule on a regular ongoing basis– patients are not to be just squeezed in.</p>	<p>This needs to be reflected through ensuring there is normally always availability for patients to see one of the practice team members when patients contact the practice for an appointment</p>
<p><b>Roles and responsibilities:</b> Specific roles and responsibilities for all members of the practice team are documented, reviewed annually and updated as required.</p>	<p>Documented evidence available upon request</p>
<p><b>Team attendance at educational events:</b> Physicians and their teams are required to attend and/or participate together in educational events, relevant to their work, at least once per year. This could include team building activities internal to the practice.</p>	<p>Documented evidence of organized team building activity and the participants available upon request</p>
<p><b>Lead and/or participate in a quality improvement initiative:</b> Physicians are required to lead or participate with their team in at least one quality improvement initiative per year that is directly related to either patient care and/or practice improvement.</p>	<p>Documentation of quality improvement initiative(s) available upon request.</p>

The application should take about 10 minutes and be completed for the practice group.

All applications received will be subject to a verification process, facilitated by Department of Health and Wellness to ensure all the eligibility criteria have been met. The Department of Health and Wellness may request the name(s) and contact information of the “collaborating other licensed health-care provider(s)” in your practice and/or other evidence that the program criteria have been met.

A CPIP Collaborative Practice Incentive Component payment of \$5,000 will be made to each qualifying individual physician, not to the practice. Payments are expected to be made by the Department of Health and Wellness in Fall 2022.

For more information contact:

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**902-481-4914**  
**1-800-563-3427 ext. 4914**

# PAYMENT APPLICATION



## 2021/22 CPIP Collaborative Practice Incentive Component

A response to all questions is mandatory. Only complete **legible** application forms will be accepted. The signed incentive payment application must either be scanned and emailed or faxed by **June 17, 2022**.

I have permission to submit this incentive payment application on behalf of my physician colleagues in my practice.

The minimum billing criteria are waived for physicians who have practiced in Nova Scotia for less than the 12-month billing period used to determine program eligibility for the annual payment.

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Are there any new grads or new to NS doctors practicing on your team? Yes      No

If yes, please identify (name and estimated start date):

Name	Start date
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### Primary community-based collaborative practice office location

Street address:

City/Town: Postal Code:

Primary office phone number:

Nova Scotia Health Authority Zone:    Eastern      Northern      Central      Western

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**Please answer all of the following questions regarding the eligibility of the collaborative practice physician group to receive the 2021/22 CPIP Collaborative Practice Incentive Component payment.**

1. Please provide a brief description of your collaborative practice and how it functions.

2. a) Please indicate all types of “collaborating other licensed health-care providers” (not including specialist physicians) who are currently working as part of the collaborative practice team:

Licensed practical nurses
Chiropractors
Dentists
Dietician/nutritionists
Nurse practitioners
Occupational therapists
Optometrists
Pharmacists
Psychologists
Physiotherapists
Registered nurses
Midwives
Respiratory therapists
Paramedics
Social workers

2. b) What is the total number of hours worked in the collaborative practice per week on average for all the eligible “collaborating other health-care providers” you have listed? (For example: A nurse practitioner works 37.5 hours, a dietician works 18 hours and a family practice nurse works 20 hours per week on average in the collaborative practice. The total hours would be  $37.5 + 18 + 20 = 75.5$ .)

Total hours per week:

3. Do formal team meetings including the physicians and the “Collaborating Other Licensed Health-care Provider” members of the practice occur **at least once per week**?

Yes

No

4. Are you engaged in “meaningful team collaboration” as evidenced by the following characteristics? (A response is required for each characteristic.)

Team members provide care to a common group of patients <i>As evidenced by a common patient population</i>	Yes	No
Team members develop common goals for patient outcomes and work towards those goals <i>As evidenced by chart verification of interaction among team members in patient care as appropriate</i>	Yes	No
Appropriate roles and functions are assigned to each member of the team <i>As evidenced by all providers practicing to full scope of practice</i>	Yes	No
The team possesses a mechanism for sharing information about the patient <i>As evidenced by a common patient record and/or shared EMR</i>	Yes	No
The team possesses a mechanism to oversee the carrying out of plans and to make adjustments as necessary <i>As evidenced by the setting of time for formal collaboration (i.e. case conferences, team meetings, etc.</i>	Yes	No

**NEW criteria - Two of the following five criteria must also be met:**

Evening and/or weekend appointments: Physicians are required to provide regular evening and/or weekend appointments, a minimum of once per week. <i>As evidenced by appropriate billings for the GP Enhanced Hours Incentive program (eligible office visits submitted with the modifier GPEW).</i>	Yes	No
Same day/next day appointments: The collaborative practice is required to be structured to accommodate same day/next day appointments within the daily practice schedule on a regular ongoing basis– patients are not to be just squeezed in. <i>As reflected through ensuring there is normally always availability for patients to see one of the practice team members when patients contact the practice for an appointment.</i>	Yes	No
Roles and responsibilities: Specific roles and responsibilities for all members of the practice team are documented, reviewed annually and updated as required. <i>As evidenced by documented evidence available upon request.</i>	Yes	No

Team attendance at educational events: Physicians and their teams are required to attend and/or participate together in educational events, relevant to their work, at least once per year. This could include team building activities internal to the practice. <i>As evidenced by documented evidence of organized team building activity and the participants available upon request.</i>	Yes	No
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Lead and/or participate in a quality improvement initiative: Physicians are required to lead or participate with their team in at least one quality improvement initiative per year that is directly related to either patient care and/or practice improvement. <i>As evidenced by documentation of quality improvement initiative(s) available upon request.</i>	Yes	No
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5. Please list the names and MSI provider numbers of all family physicians who are applying for the 2021/22 collaborative practice incentive payment (all physicians listed must currently be part of the collaborative practice team):

Physician name (First, Last)	MSI Provider Number (required)*	Physician signature (required)	Month/Year joined practice (MM/YYYY)
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\*If unknown, billing clerk/service can provide this.

**Completed and signed grant application must be received by June 17, 2022, and can be submitted to Doctors Nova Scotia by:**

**1. Scan and email to [CPIP@doctorsns.com](mailto:CPIP@doctorsns.com)**

**2. Fax: 902-468-0805**