

Common Collaborative Terms and Definitions

Collaborative Terms	Descriptions
Affinity Group [old Affinity ECHO Group]	Special interest groups formed with fellow participants (Community Partners) who focus on the same subpopulation of focus, such as housing, (subpopulation-specific Affinity Groups), or assume similar roles on local QI teams, such as data managers or consumers (role-specific Affinity Groups)
Affinity Group Faculty [old Affinity ECHO Group Faculty]	Each subpopulation-specific Affinity Group is supported by a group of experts who are responsible for planning the content, review of case presentations, and facilitating their respective Affinity Sessions; membership of the Affinity Group Faculties is comprised of CQII consultants and staff and individuals with lived experiences
Affinity Group Faculty Training	A training that provides an overview of Affinity Groups and Sessions, how to facilitate virtual meetings through Zoom, and advanced Zoom technology
Affinity Session [old Affinity ECHO Session]	Virtual meetings focused on one of the Affinity Groups; these sessions follow the ECHO model™ and include brief didactic presentations by content experts, case presentations by fellow participants (Community Partners), and opportunities for peer sharing and learning
Benchmarking Report	Viral suppression data are collected and submitted to allow comparisons across Community Partners; these benchmarking reports are immediately available in the online create+equity database; a detailed benchmark report is issued by CQII within one month after the submission deadline for Community Partners
Case Presentation	Presented by each Collaborative Partner during Affinity 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
Case Presentation Samples	This is an example of one type of Case Presentation Community Partners may want to present
Case Presentation Template	This is a template created to help Community Partners prepare for their Case Presentation; it includes the required elements for a Case Presentation
Collaborative Milestones Document	A visual aid to understand the meeting structures and submission cycles of the Collaborative
Collaborative Toolkit	This is a document for all participants in the Collaborative that details the roles, expectations, and submissions of the Collaborative; it outlines to participants how to approach each specified task in the Collaborative and the corresponding resources

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 city/state health departments
Community Partner Aim Statement	A document, developed by each Community Partner, describing the current status quo and what each Community Partner intends to measurably accomplish at the end of their improvement work (i.e., viral suppression goal for one of the selected subpopulations); it clarifies and focuses the team’s direction and scope of work
Community Partner Aim Statement Template and Sample	A guide that instructs participants on how to develop an Aim Statement to target their Affinity Group-specific goal
Community Partner Application [old Individual Registration]	Individual RWHAP recipients and subrecipients register online using the provided link as Community Partners to participate in the Collaborative
Consumer Affinity Group/Session [old Consumer Affinity Sessions]	A role-specific Affinity Group dedicated to consumers, consumer advocates, or consumer liaisons to ensure that the consumer voice is heard during Consumer Affinity Sessions, and that relevant feedback can be incorporated into all aspects of the Collaborative
Content Expert [old Content Expert/ Faculty]	Individuals with significant content expertise related to a specific Affinity Group; individuals may include medical professionals, quality improvement experts, or individuals living with HIV to ensure the consumer perspective in all discussion
create+equity Database [old Viral Suppression Database]	An online database where Community Partners submit their viral suppression data and intervention updates; this database produces the benchmarking reports
create+equity Collaborative Website [old end+disparities ECHO Collaborative Website]	The website for this Collaborative allows Community Partners access to resources and tools of the Collaborative
create+equity One-Page Flyer	A one-page pdf document to introduce the overall Collaborative framework and to explain key terms used during the Collaborative
create+equity Video [old disparities video]	A video to highlight the importance of focusing on social determinants of health, to describe the need for a national collaborative and a call for action
Data Manager Affinity Group/Session [old Data Liaison Affinity Sessions]	A role-specific Affinity Group that is designed for those who report performance data for Community Partners to understand data measurement details and help with data reporting technologies
Disparity Calculator	An Excel spreadsheet to assist in the decision-making process of Community Partners, on which Affinity Group to work on based on locally available data or priorities

Glasscubes	A 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
HIVQUAL Workbook	A quality improvement (QI) guide to learn more about basic QI concepts and their application in HIV programs
HRSA HIV/AIDS Bureau Invitation Letter	A letter by senior HIV/AIDS Bureau leadership to introduce the Collaborative to RWHAP recipients
Intervention Change Packet [old Intervention Grid]	A listing of evidence-informed interventions or emerging practices; the Intervention Change Packet, which includes a Driver Diagram, detailed intervention descriptions, and intervention manuals for each of the four Affinity Groups, is used by Community Partners to select interventions for their QI projects
Key Terminologies and Definitions	A document listing and defining key terms used throughout the Collaborative
Kick-Off Sessions Materials	A series of webinars were held by CQII staff and senior HRSA leadership to introduce the Collaborative to potential participants; the kick-off 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 Community Partners together with HIV/AIDS Bureau and CQII representatives, Affinity Group Faculty, QI Coaches, and other representatives to develop improvement efforts and promote peer exchanges
Literature Review	A detailed literature review focusing on social determinants of health and on each of the four selected priority areas and their impact on HIV outcomes
Literature Review Slide Set	A PowerPoint presentation with information on social determinants of health and the four priority areas of the Collaborative
Mock Affinity Packet	Several mock Affinity Sessions are held to prepare participants and Affinity Faculty members; this packet includes information on what the purpose and details of a mock session entails
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
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
Office Hours	Routinely scheduled Zoom sessions managed by CQII staff to respond to questions by Community Participants
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
Pre-Work Assignments	Assignments between the registration phase (Dec 2020 – Jan 2021) and the start of the Collaborative designed to prepare participants for the first Learning Session (Feb 2021); these

	include: familiarization with Collaborative tools, selection of Affinity Group, establishment of local QI team, drafting of aim statement, etc.
Pre-Work Webinars	A series of webinars that prepares agencies who have signed up to participate in the Collaborative; it includes documents and resources shared during the Pre-Work Webinars as well as recordings of each session
QI Coach [old Regional Group QI Coach]	Quality Improvement (QI) expert contracted by CQII to support assigned Community Partners; QI Coaches are assigned to specific Affinity Groups
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
Technical Assistance Referral Form [old HRSA HIV/AIDS Bureau CQM 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
Technology Assessment	An assessment administered by CQII to understand the technological barriers or support Community Partners need moving forward in the Collaborative
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 PWH receiving HIV care (entire HIV caseload); and b) the participant-selected Affinity Group subpopulation

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Deletions:

We deleted the following terms from the past end+disparities ECHO Collaborative Toolkit:

- Regional Group
- Regional Response Team
- Regional Group Assessment Tool
- Community Partner Reporting Form
- Group Enrollment
- Regional Group Aim Statement
- Facilitator
- Community Partner Survey
- Detailed Calendar
- Group Enrollment Form
- Making a Mark: Demonstrating Health Impacts H4C Collaborative Report
- NQC Cross-Part Quality Management Guide

- Prezi Presentation
- Regional Response Team Leaders Affinity Session
- Regional Response Team Reporting Form Template and Sample
- Regional Group Aim Statement and Template