**Questions for Best Practice Submissions**

* Name of your practice/facility
* Number of patients in your facility
* Number of physicians
* What led you to develop this program?
* Who was involved in the planning and implementation?
* How long did program development take from initiation until implementation and how long has it been in effect?
* What policies/procedures were implemented?
* Who is your Medical Director?
* When was the new policy implemented?
* Do you have any data you can share? Such as number of patients meeting goal since implementing the policy (as compared to prior to new policy implementation), tracking the episodes, or a root cause analysis.
* What is the role of staff members?
* How are/were staff educated about the new policy and how was their buy-in obtained?
* Can you share a copy of any materials that you’ve developed?
* Have you changed how patients are educated since this practice was implemented?
* What recommendations might you have for others looking to implement a similar program/policy?