###### Care Conference Care Conferences include an interdisciplinary team offering input from various perspectives to solve clinical conundrums and complex challenges impeding high and rising risk member progress

## Care Conference Step by Step Guide Example

1. Identify candidate (a patient who would benefit) for care conference
	* Criteria to consider:
		+ Acute social needs – financial crisis, unsafe home environment,
		+ Unstable clinical condition – hypoglycemic episodes; COPD flares, CHF
		+ Unstable mental conditions- Severe Manic / Depression in Bi-polar conditions; poor controlled schizophrenia; Severe depression;
		+ Recurrent ED or hospitalizations
		+ Patient struggles with med compliance/side effects
		+ Patient with no movement on goals
		+ Other:
2. Identify current members of the patients care team to include
	* PCP & key team members – consider triage
	* Behavioral health support – internal or external
	* CDE
	* Health coach
	* Pharmacist
	* Other
3. Identify team members who could provide input but may not be on the team:
	* Behavioral health
	* Health coach
	* Benefits staff
	* Social worker – Community Health Worker
	* Pharmacist
	* Specialty providers/staff, if applicable
4. Create an initial value statement for the care conference
	* Communicate the purpose of the care conference, consider role specific role/responsibility content if applicable.
		+ Example: The purpose of the care conference is to ensure optimal care plan for patients with complex health and social needs.
			- Solicit team input on patient needs
			- Engage the team to define the goals and ensure that all agree on the goals
			- Collaborate and bring team expertise to define steps and opportunities to meet the goals
		+ Example: Role Specific Needs
			- Pharmacy review for potential medication side effects that impact energy level
			- BH update on mental health status as it impacts much of patient ability to act on goals
			- PCP – confirm clinical goals
	* Create patient summary to share in advance
5. Schedule Care Conference
	* Consider a recurring Care Conference time slot for all team members to facilitate ease of scheduling
	* If not recurring, schedule a minimum of 2 weeks in advance
		+ Send note on patient to be reviewed 2 weeks prior
		+ Send update / reminder 1 week prior, include patient summary
	* Solicit input prior on priority patients for Care Conference discussion, ideally three weeks prior
		+ Consider potential of discussing multiple patients, if applicable
6. Care Conference event
	* Introductions if applicable
	* Review general purpose of care conference
	* Identify person to keep notes from discussion
	* Review Patient Summary – with additional detail, include potential value opportunities with care conference and collaboration
	* Engage attendees in patient care review
		+ Solicit input and expertise
		+ Summarize next steps, updated goals, action steps, accountability
		+ Define documentation in patient chart for all to review
		+ Define follow-up timeframe
	* Schedule follow-up if applicable or communication