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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 expanding topic areas to better serve the community and for long-term success of the WV ECHO program. When a new project is submitted through iLab, the Project ECHO Assistant Director and coordinator(s) will ensure that the project submission form is completed correctly and is provided to the review committee for evaluation and consideration.

### **Purpose**

West Virginia Project ECHO, as part of the West Virginia Clinical and Translational Science Institute (WVCTSI), accepts project submissions from diverse constituencies, including 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.

**Needs Assessment** – Assessment of the Spokes about a potential ECHO topic. Assessment will be done via REDCAP.

**REDCap** – Online survey tool used for any ECHO needs assessments

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

## **Policy**

The Project ECHO Assistant Director and coordinator(s) will be notified of any project submissions via the automatic email response from iLabs.

Once a potential project is submitted to Project ECHO on the required application form, the coordinator(s) will review the project for compliance with the Project ECHO criteria established by the University of New Mexico. Subsequently, the WV Project ECHO Staff evaluates the application and provides feedback, via email, to the submitting person/organization. The project can be: approved, rejected or returned to the submitter for revision. If the project is submitted from an academic partner a needs assessment will be performed to ensure Spoke involvement. The applicant may request a face-to-face or video conference meeting to discuss the project and the review committee's decision. If a project is accepted, an implementation planning process with the applicant is then initiated by the ECHO assistant director and coordinator(s).

## **Procedures**

1. Upon completion of the online project submission form located within the iLabs system, the ECHO coordinator(s) will ensure that the information is properly recorded and 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 assistant director for review before sending to WV Project ECHO Staff
4. ECHO coordinator(s) will provide the applicant with a PDF version of their application as well as the application review date.
5. Project applications will be reviewed by the ECHO staff within 2 weeks of submission (See below review criteria).
6. ECHO Assistant Director and coordinator(s) will provide feedback to the applicant based on the ECHO staff review comments.
7. If the project is submitted from an academic partner a needs assessment will be performed to ensure Spoke involvement.
8. Applicants may then request of the ECHO coordinator a face-to-face or video conference meeting to discuss the project and WV Project ECHO's decisions.

9. If a project is accepted, an implementation planning process with the applicant is then initiated by the ECHO assistant director and coordinator(s).

### **Review Criteria**

- 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 the right to reclassify applicants if they are better suited for another WVCTSI service or program. Applicant information details shall not be distributed for any use other than communicating with WV Project ECHO Staff and sharing within the WVCTSI organization.

### **References and Authority**

- 1) WV Project ECHO Non-Human Subject Research Protocol Numbers
  - a. HCV/HIV: 1603048968
  - b. Chronic Pain: 1612381135
  - c. Medication- Assisted Treatment (MAT): 1705568351
  - d. Psychiatry: 1705568371
  - e. Chronic Lung Disease: 1709751265
  - f. Endocrine: 1802003687
  - g. Cardiac Health: 1901408436

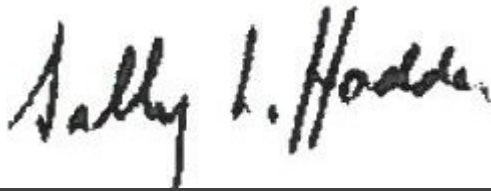
# Revision History

Revision	Date
Creation	March 2018
This procedure was revised to reflect the multiple coordinators on staff now supporting Project ECHO.	January 2020

## Approval and Authority to Proceed

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

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	



Approved By

Date