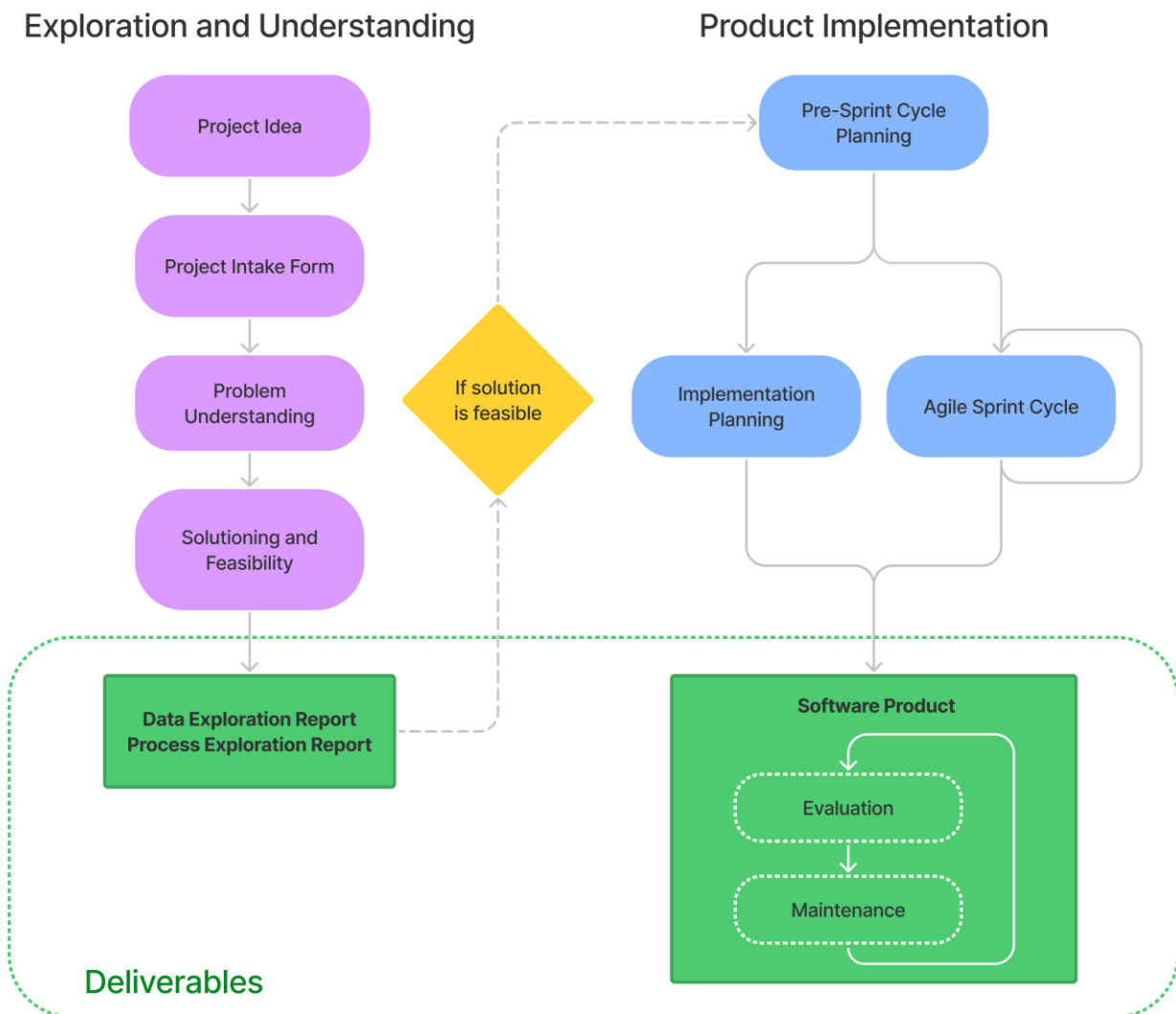


## DSAA Project Intake Form

The DSAA is a service based healthcare data analytics group at Unity Health Toronto. We make sense of healthcare data so our partners can make better decisions, increase hospital efficiency, and improve patient care. We are not a research group – we focus on creating practical solutions that can be directly implemented in the hospital.

Our project intake process consists of two phases. In the first phase we work to gain an understanding of the specified problem, explore the available data, and consider potential solutions and project feasibility. This phase will result in a Data and Process Exploration Report. If the project is not considered feasible, the process will end here. If the project is considered feasible, it will move onto Phase 2, during which we will work with you to build, implement and evaluate a software product.

## DSAA Project Process



PROJECT DETAILS	
<b>Project Name:</b>	
<b>Proposal Prepared By:</b>	
<b>Site/System/Program/Unit:</b>	
<b>Does this project have external funding?</b>	

PROJECT TEAM	
<b>Clinical Lead or Program Director</b>	<i>Oversees the project and implementation of a delivered product from clinical and cross-system viewpoint.</i>
<b>Subject Matter Experts</b>	<i>Support project implementation. Meet regularly (bi-weekly) with DSAA to provide subject-matter expertise and validate work and progress.</i>

PROBLEM DEFINITION
<p><b>Identify the problem:</b></p> <p><i>What problem will this project address? Try to quantify the issue as much as possible (e.g. this problem was observed in X patient visits in the last year). Did anything change in the recent past leading to a problem?</i></p>
<p><b>What is the objective of the project? What does an ideal future-state look like?</b></p> <p><i>Without focusing on specific solutions, describe the end state that the project would be trying to achieve. Please include reference to any required implementation interventions and their efficacy in similar contexts.</i></p>

## CURRENT CONDITIONS

**Current Processes:**

*Describe the current state of the processes that will be targeted to make improvements. Include where and when/how often these processes take place.*

**Process Steps:**

*Include a list of steps/flow diagram/illustration that describes the processes outlined above (e.g. steps for triaging patients in the ED, steps taken to schedule staff, steps taken to confirm a diagnosis, etc.). Clearly indicate at which point(s) in the processes the pain points/issues occur.*

**Stakeholders:**

*List all types of staff currently involved in the processes (e.g. physician, RN, admin, EVS) and describe their role in the process. Please also include a list of stakeholders who will be impacted by the process, but are not directly involved in it (e.g. patients, family members).*

**Existing Data:**

*What data sources are available (e.g. systems, databases, spreadsheets)?*

**Data Variables:**

*What variables will be important to include in data exploration and modelling efforts? Please indicate whether these are currently available from existing systems or will need to be collected.*

**Existing Solutions:**

*What are best practices globally in this space? Are there existing / commercially available solutions that could help address the situation? If so, what are the barriers to adoption (e.g. process/workflow, technical, financial)?*

<b>EVALUATION METRICS</b>
---------------------------

**Metrics:**

*Which of the metrics below do you anticipate your initiative will impact (check all that apply)?*

Mortality	Readmission	Length of Stay	Financial	Human Effort	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If other, please specify:*

<b>PRIMARY METRIC</b>
-----------------------

**Primary metric:**

*Identify one primary metric (quantitative or qualitative) you would like to improve related to the above section.*

**Primary metric and target level of improvement:**

*Indicate the desired target for the primary metric (e.g. reduce mortality by 10%).*

<b>Complete one of the following:</b>	
<input type="checkbox"/> Primary Metric is already being measured by existing hospital processes <i>What is it the current level of the primary metric and how is it being measured?</i>	<input type="checkbox"/> Primary Metric is not currently measured <i>What steps need to be taken to measure it? What data/data sources are required to measure this metric, and what is currently available?</i>
<b>ADDITIONAL METRICS</b>	
<b>Additional metrics:</b> <i>Indicate what secondary metrics you would like to improve. Consider incorporating patient experience, staff experience and key organizational metrics as appropriate.</i>	
<b>Additional metrics and target levels of improvement:</b> <i>Indicate the desired target for the additional metrics (e.g. 30% increase in staff satisfaction).</i>	
<b>Complete as applicable:</b>	
<input type="checkbox"/> The following additional metrics are already being measured by existing hospital processes: <i>What is it the current level of these metrics and how are they being measured?</i>	<input type="checkbox"/> The following additional metrics are not currently measured: <i>What steps need to be taken to measure them?</i>

### IMPLEMENTATION RISKS

**Risks to Stakeholders and End-Users:**

*Describe any risks the project may have to patients (e.g. health, safety, privacy, autonomy, stigma, etc.), staff (RNs, physicians, administrators), or other stakeholders who will be impacted by the solution.*

**Risks to Successful Implementation:**

*Describe any potential barriers to project success (e.g. change management challenges, workflow integration, time-window for impact, etc.).*

### END USER & COMMUNITY ENGAGEMENT

**Stakeholder Support:**

*Refer to the 'Stakeholders' section in 'Current Conditions'. Please ensure one or two representatives from all types of staff involved in the current process (e.g. physician, RN, admin, EVS) have reviewed the above sections of this form and had the opportunity to provide their perspectives.*

*Please list all the roles that have been consulted:*

### SIGNAL1 COLLABORATION

Unity Health collaborates with Signal1, a start-up company dedicated to machine learning and healthcare. In the event that this project may be appropriate for commercialization, our process entails a review of this form by signal1. If you do not wish to have your project considered by Signal1, please check the following box.

**Sign off by Executive Sponsor:**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Title