



BOS Specialty Protocol for Decision & Response (SPDR) Process

Background:

The AAOS responds to various legislative, regulatory, and research opportunities and concerns throughout the year. The BOS created the Specialty Protocol for Decision & Response (SPDR) in an effort to respond to the appropriate agency or governing body with a united orthopaedic voice. Through the BOS SPDR process, the AAOS seeks BOS member organizations' involvement through commentary and/or letter sign-on approval to these opportunities and concerns.

To request the BOS member organizations' input on an opportunity or concern, follow the below-listed steps. Please contact BOS staff at 847.384.4238 or bos@aaos.org, if you have any questions or would like more information.

NOTE: *Please give the member organizations at least two (2) weeks to respond to a SPDR request. BOS realizes that time may not be on our side for certain opportunities/concerns; however, the more time we provide the societies, the better the chances of their involvement.*

If the SPDR Request has two parts to it (i.e. a commenting opportunity on a draft letter and a co-signing opportunity on a final letter), they must complete two (2) BOS SPDR Request Forms. The first BOS SPDR Request Form should be completed and submitted specifically for the purpose of providing the BOS member organizations with an opportunity to comment or provide feedback on a letter, rule, etc. Then, steps a-j will be completed.

For a co-signature on a letter that the BOS member organizations already had an opportunity to comment or provide feedback on, complete a new BOS SPDR Request Form and steps a-f will be completed.

Once the final letter or outcome is complete, a second BOS SPDR Request Form should be completed and submitted specifically for the purpose of providing the BOS member organizations with an opportunity to co-sign the letter. Then, steps a-j will be completed.

Instructions for lead staff person to create a BOS Specialty Protocol for Decision Response Form:

1. The person requesting BOS member organization comment and/or letter sign-on must complete and submit the electronic [BOS SPDR Request Form](#). Submitter completes the request at <https://form.jotform.com/80885718988986>.
2. The person completes steps a-j below and sends any attachments he/she would like included in the link to the BOS Specialty Protocol for Decision Response Form.
 - a. Type of issue
 - b. Action type from societies
 - c. Issue/title
 - d. Entity
 - e. Brief summary of the issue and the desired outcome:
 - f. Response Deadline (day/month/date/year/time) (since DSR is collecting the information all times will be Central)
 - g. Option of signature or logo needed
 - h. Lead staff's name and contact information (email address & phone number)
 - i. All accompanying/supporting documents to be sent with the BOS SPDR Form should be included in the BOS SPDR Request Form.

- j. Introductory paragraph explaining the issue and any relevant attachments or links that could enhance the societies' understanding of the issue (to be inserted in email with link to BOS Specialty Protocol for Decision Response Form)

3. An email of SPDR request is received in the bos@aaos.org mail box.

DSR Staff Steps:

1. Upon review of the BOS SPDR Request Form submission, an electronic form will be created within 24 hours.
 - a. DSR staff logs onto JotForm website at <https://www.jotform.com/>
 - b. Username bos@aaos.org and Password aaosbos.
 - c. Depending on the type of request, co-sign or provide comments/feedback, will determine which previous SPDR request form to copy.
2. DSR will modify the adobe form to include "a-j" information from requestors submission within 24 hours of the BOS SPDR Form being created.
3. An email will be sent to the requestor with a link to the electronic form for his/her review and approval.
4. The requestor should reply to the approval email within 2 business days.
5. Upon approval by the requestor, the link to the BOS SPDR Form will be sent via email with the information provided by the requestor and any attachments to the BOS member organizations' presidents, presidential line representatives, executive directors, the lead staff person, Jennifer Jones and BOS Executive Committee. If a society has requested different receivers, <https://form.jotformpro.com/62634710695965> only send to those people. List of recipients can be found at <..\BOS SPDR RECEIVERS-8-28-17.xlsx>.

Sample email below:

Greetings,

This email is addressed to the BOS member organizations presidents, presidential line representatives, and executive directors, unless a [request form to change receivers](#) was completed.

Below is a message from Dena McDonough, AAOS Manager, Payment Policy regarding an opportunity to provide comments/feedback concerning the Cancellation of SHFFT and Changes to CJR. Please contact Dena McDonough at (202) 548-4156/mcdonough@aaos.org with any questions.

Hi All-

CMS released the EPM Cancellation and Updates to CJR proposed rule was released on August 17th and the summary is attached.

These are the major issues for which they seek comment.

- Cancelled SHFFT
- Voluntary AAPM bundles based on BPCI coming for 2018
- CJR mandatory in only 34 of original 67 MSAs
- Hospitals in mandatory MSAs that are not rural or low-volume in the determination period, must participate for full years 3-5, regardless of whether there is a later change in rural or low-volume status
- Low-volume and rural hospitals in mandatory areas are exempt from CJR, but may opt-in
- All hospitals in the 33 voluntary participation MSAs that were originally mandatory, may opt-in
- Opt-ins are a one time commitment to participate in years 3-5 that can't be rescinded, regardless of change in rural or low-volume status.

- Low-volume hospitals (<20 joint replacements performed in 3 yrs historical data used for year 1 determination)
- New CCN low-volume or rural hospitals that come into existence may not opt-in
- Request comment on current 50% gainsharing cap and alternative caps for CJR
- Allow non-collaborators working at CJR participating hospitals to qualify as QPs for CJR A-APM

Please let me know if you have any input for the comment letter we will be drafting.

Thanks-

Dena McDonough, PA-C, MHCDS
Manager, Payment Policy
American Academy of Orthopaedic Surgeons
Office of Government Relations
317 Massachusetts Avenue NE
Washington, DC 20002
202-548-4156

Only one response from each society is requested. ***Email replies are not considered an official response from your society.*** Please indicate your society interest by completing the request form located at <https://form.jotformpro.com/72335600088958> by **Tuesday, September 5, 2017 at 3:00 pm Central Time**. If this topic does not interest your society, please advise via email bos@aaos.org of your society lack of interest to avoid future communications from the BOS on this particular activity.

6. While the BOS SPDR form is open for specialty review, periodically check to see who has/hasn't responded.
7. Depending on the response deadline to the BOS SPDR, a week prior to the response deadline, an email reminder is sent to the BOS member organizations that have not provided a response to the issue via the electronic form.
 - i. Use previous email, but add REMINDER to subject line.
 - ii. Download the JotForm submissions in excel format and compare with the SPDR receiver list who have not responded.
8. DSR will send a reminder a few days before the response deadline to those societies that have not responded.
 - i. Use previous email, but add REMINDER to subject line.
 - ii. Download the JotForm submissions in excel format and compare with the SPDR receiver list who have not responded
9. The BOS SPDR Form is disabled by close of business on the response deadline date indicated by the requestor, unless otherwise specified on the BOS SPDR Request Form. If the deadline is at the end of the day, BOS staff can disable form the next morning.
10. DSR will send a summary/report of the responses to the lead staff person shortly after the cutoff date with the appropriate contact information.
11. BOS staff compiles the responses into a spreadsheet and sends it via email to the requestor within one (1) business day, unless otherwise specified. If there is a "No" response on the excel, highlight that cell in red.
12. A comprehensive chart containing the following information is updated on the BOS webpages on the AAOS website as a new, finalized letter/outcome is received. If there is no letter/outcome as the comments/responses are posted on an online portal, indicate this in the grid on the AAOS website.
 - i. Type of Issue

- ii. Name of Issue
- iii. Date of Response
- iv. Link to Final Letter/Response/Outcome
- v. List of the BOS member organizations who signed on/participated (i.e. the organizations who agreed to and/or signed on)

13. BOS staff will maintain the following documents on the P Drive:

- BOS SPDR Request Form
- Any and all accompanying documents or materials included in the BOS SPDR Request Form submission
- Final BOS SPDR responses from the BOS member organizations as an Excel file
- Final AAOS comment/response letter