

Appendix B: Sample Data Abstraction Forms

Level One (Screening Title and Abstract) Form

PLEASE NOTE: If you feel an article should be excluded, please answer the question on the basis of which you are excluding it. You do not need to answer the remaining questions.

1. Does this article report a systematic review?

- Yes
- No
- Can't tell
- Did not check

2. Does this article report on some component of care coordination?

(Care coordination for the purposes of this triage can be defined as those activities in which two or more people are involved in coordination of care for a patient. Components to consider include disease management, case management, discharge planning, coordination between health care providers and/or organization units).

NOTE: Please document why you consider this care coordination. If you exclude as not being care coordination, please specify why.

- Yes, specify: _____
- No, specify: _____
- Exclude for review but keep as background, specify: _____
- Can't tell
- Did not check

3. Does this article report results from studies that are conducted exclusively in an in-patient setting?

- Yes
- No
- Can't tell
- Did not check

Level Two (Full Text) Abstraction Form

1. Does this article merit full text review? (check ANY that apply)

- Yes
- No - not a systematic review
- No - does not address care coordination: _____
(Coordination of care can be broadly defined as the deliberate assembly, exchange, and integration of information by two or more participants involved in a patient's care to facilitate appropriate delivery of health care services. For the purpose of the review, we restrict our definition of coordination of care to the deliberate assembly, exchange, and integration of information by two or more clinicians involved in a patient's care to facilitate appropriate delivery of health care services.)
- No - cost effectiveness study only
- No - study conducted in an in-patient setting only
- No - foreign language
- No - other (specify): _____
- Not sure - need to discuss: _____

2. Does this article meet inclusion criteria? (check ALL that apply)

- Yes - multiple providers
- Yes - complex patient
- Yes - multiple settings
- No - no intervention evaluated
- No - self management only
- No - other (not sure)

3. Does the entire review focus on care coordination or does only a part of the review focus on care coordination?

- Entire review is on care coordination
- Only a part of the review is on care coordination (please remember to only abstract results for the care coordination part of the article)

Quality Assessment of Review

4. Does the study report a review/research question? (This might be stated under the purpose of the review)

- Yes
- No

5. Are the inclusion/exclusion criteria used to select articles stated? (Determine if the criteria address study design, patient populations, interventions and outcomes of interest that determine inclusion/exclusion)

- Yes
- Not stated

6. Were the studies examined independently to determine inclusion/exclusion of the study for the review (i.e., dual level 1 review)?

- Yes
- No
- Not stated

7. Was the data abstraction done by at least 2 independent reviewers?

- Yes
- No
- Not stated

8. Does the review report on how disagreements between reviewers were handled?

- Yes
- No
- Not applicable - no multiple reviewers

9. Did the research team include the following team members? (check ALL that apply). [To answer this question, look at the author affiliations, acknowledgements section and methods section]

- Research librarian
- Statistician
- Methods expert
- Topic expert
- Not stated

10. What study designs does the review include? (check ALL that apply)

- Randomized controlled trials (RCT)
- Quasi-RCT
- Controlled before-after
- Interrupted time series
- Prospective studies
- Cross-sectional studies
- Other (specify): _____
- Not stated

11. Which databases were searched by the review? (check ALL that apply)

- Medline
- EMBASE
- Cochrane
- PsychInfo
- Social Sciences Register (or other social sciences database): _____
- Other (specify): _____
- Article does not specify the databases searched

12. Does the review provide details of the search strategy used?

- Yes
- No

13. Does the review indicate the time frame covered by the search?

- Yes (specify): _____
- No

14. Does the review provide sufficient detail on the search for articles to indicate that a substantial effort was made to obtain all relevant articles?

- Yes, substantial effort made
- No, substantial effort not made

15. Does the review adequately address the validity of the included studies? (e.g., provides an explanation of the criteria used to assess the studies)

- Yes
- No
- Not stated
- Not applicable - no included studies

16. Does the review provide sufficient details of the individual studies presented? (e.g., paper has a table listing the included studies, details on the study design, sample sizes, patient characteristics etc.)

- Yes
- No
- Not applicable - no included studies

17. Does the review summarize the primary studies included appropriately? (e.g., includes a narrative summary of results; may or may not include a quantitative analysis)

- Yes
- No
- Unclear: _____
- Not applicable - no included studies

Systematic Review Details

18. What topic does the review focus on?

- Asthma
- Cancer screening
- Children with special health care needs
- Congestive heart failure
- Diabetes
- Discharge planning
- End of life associated with advanced organ system failure
- Frailty associated with old age
- Hypertension
- Immunization

- Ischemic heart disease
- Major depression
- Medication management
- Other (specify): _____
- No specific clinical focus

19. How many studies were included in the final analysis? _____

20. What populations does the review include?

- General population
- Children
- Elderly
- Other (specify): _____
- Not stated
- Not applicable - no included studies

21. Does the review provide information on the setting of the included studies? (check ALL that apply)

- Outpatient clinic
- Specialist facility
- Managed care setting (specify): _____
- Home
- Community setting (specify): _____
- Other setting (specify): _____
- Not stated
- Not applicable - no included studies

22. Does the review provide a description of a conceptual framework used to inform the search strategy or data abstraction?

(May include: operational definition of coordination; theories used to inform framework - e.g., behavioral change theories, organizational design theories; hypothesized mechanisms through which specific QI strategies act; categorization of QI approaches) (check ALL that apply)

- Yes, operational definition of care coordination
- Yes, theories explicitly applied (e.g., organization theory, behavior change, structure-process outcomes)
- Yes, hypothesized mechanisms through which specific QI strategies act (e.g., improve information exchange patient-provider, improve information exchange provider-provider, improve information continuity)
- Yes, categorization of QI approaches
- No conceptual framework provided

23. How were the results of the review presented?

- Narrative results
- Quantitative analysis (meta-analysis)
- Combination of narrative results and quantitative analysis
- No results

Care Coordination Interventions

24. What care coordination interventions were the authors looking for? (this will probably be found in the search strategy or inclusion/exclusion criteria. e.g.: disease management, multidisciplinary teams etc)

- State intervention (s) (list all the interventions): _____
- Unclear
- Not stated

25. How did the authors classify the individual studies included in the review into the intervention groupings? For each intervention or term used to classify the studies, list the term used, its definition and the number of studies included for each intervention/term.

Term Used	Definition	# of included studies
Intervention/Term 1		
Intervention/Term 2		
Intervention/Term 3		
Intervention/Term 4		
Intervention/Term 5		
Intervention/Term 6		
Intervention/Term 7		
Intervention/Term 8		
Intervention/Term 9		
Intervention/Term 10		

26. What coordination-related measures are reported in the review (i.e., did systematic review report process measures regarding implementation, where coordination is an implied or explicit component of intervention)?

- None reported, no discussion of implementation
- No measures reported, implementation of coordination activities and barriers discussed qualitatively
- Yes, process measures (e.g., frequency of follow up visits/referrals, rate of contacts among providers, rate of provider-patient contacts)
- Yes, participant self-report re: potential predictors of behavioral change (e.g., motivational, action, and stage of change constructs) [NOTE: evaluation of behavior change constructs and development of questionnaires appear to be under development, so if present in studies, likely to be study-specific]
- Yes, participant self-report re: coordination-related concepts (e.g., interprofessional collaboration, continuity of care) [NOTE: the table below includes some of the survey instruments that we've come across so far. Because most measures listed below were

developed for the inpatient setting, it is unlikely that reviews will mention these unless modifications were made)

The table below lists some survey instruments that include an explicit "coordination" domain and have undergone at least initial psychometric assessment (i.e., separate study of validity/reliability):

Survey Instruments	Reference
Collaborative Practice Scales (CPS)	Weiss 1985
Collaboration and Satisfaction about Care Decisions (CSACD)	Baggs 1994
ICU Nurse-Physician Questionnaire	Shortell 1991
Jefferson Scale of Attitudes Toward Physician-Nurse Collaboration	Hojat 1999
Long-term-care interdisciplinary team performance questionnaire (adapted from ICU-Nurse Physician Questionnaire)	Temkin-Greener 2004
Physician - Pharmacist Collaboration Instrument (PPCI)	Zillich 2005
Care Transitions Measure (CTM)	Coleman

27. What were the barriers, if any, to the usefulness of the review? (To answer this question, you will need to assess the usefulness of the review as well as see what the limitations were)

Systematic Review Results

28. What outcomes were measured by the review that relate to care coordination interventions?

- Clinical outcomes (specify): _____
- Health services utilization (specify): _____
- Cost (specify): _____
- Cost-effectiveness analysis: _____
- Quality of life (specify): _____
- Other (specify): _____
- Not stated: _____

29. Please report the main findings of the review.

(the goal here is to highlight the results that readers are likely to find interesting. Feel free to use text as used in the article, but if using it verbatim, please indicate this when abstracting the information). Listed below are some other things to include in this section, if provided in the article.

Please provide 1-2 sentences of the overall findings of the review. Include here any information on negative or ineffective interventions as well.

If the authors provide any kind of synthesis on lessons learned or any specific elements/components that contributed to the success or failure of the intervention, include that information.

If any of the findings focus on more severe/complex patients, please note that as well.

30. Is there material in this article that could be abstracted using the evaluation framework?

Yes

No

(TO MAKE THIS DECISION, CONSIDER THE FOLLOWING: If the authors provide enough information and detail in the review on any of the following items, then this article should be included in the evaluation framework:

- details on the original studies that offer insight about the mechanisms of coordination, e.g., how patient monitoring or population surveillance links with planning for care, which activities or processes were integrated better by the coordination intervention;*
- synthesis of the lessons learned or which components of the intervention were effective vs. ineffective in terms of any outcomes;*
- barriers to the success of the intervention(s); structural contexts that influenced care coordination, e.g., physical infrastructure (availability of decision support systems, proximity of those involved in coordinating care, etc), reinforcing characteristics (financial incentives, integration of funding);*
- details about characteristics of tasks or activities that were coordinated, e.g., task complexity, task uncertainty, level of interdependence among tasks, number of participants involved in coordinating activities)*

31. Please specify any other comments or concerns.