Designing a TelePrEP Program: Questions to Ask Yourself

This worksheet and the *TelePrEP Implementation Planning Tool* are intended to support Program Managers in designing and implementing TelePrEP programs. These worksheets may also be used as a reference tool to evaluate the readiness of a program. Use the *TelePrEP Implementation Planning Tool* for guidance focused on technology for TelePrEP design.

What	Determined	Need to Decide	Notes
What is the purpose of this project?			
What goals are we trying to achieve?			
What technology and platform will be used?			
What is the budget?			
What is the plan for reimbursement/ financial sustainability?			
What is the value proposition to the organization? To the client/patient?			

Who	Determined	Need to Decide	Notes
Who is included in the eligible and/or target client population?			
Who is the TelePrEP program serving?			
Who is the TelePrEP project champion?			
Who will be supporting the providers during the implementation?			
Who is responsible for credentialing and malpractice?			
Who is responsible for the client onboarding, support, management, and follow-up?			
Who are the stakeholders the TelePrEP program and program champion are accountable to?			

Where	Determined	Need to Decide	Notes
Where will the clients physically be located?			
Where will the TelePrEP providers physically be located?			

Where will client encounters be documented?			
Where will claims information be documented?			

When	Determined	Need to Decide	Notes
When does the project start?			
When does the project end?			
How much provider time is being allocated per week/month/overall?			
What is the turnaround time for contracting?			
What is the turnaround time for compliance?			
What is the anticipated timeline?			
What is the teleclinic schedule?			

How

How	Determined	Need to Decide	Notes
How will you measure success?			
How will you demonstrate value?			
How will you track and determine quality improvement?			
How will you assess impact of TelePrEP on quality measures and outcomes?			

Additional Questions for Program Managers to Consider

Legal

Legal	YES	NO	NOTES
Do you have a legal department?			
Will they need to be involved in approval of the telemedicine consent form or TelePrEP scope of practice? *Reference the TelePrEP Consent Template*.			

Compliance & Regulation	YES	NO	NOTES
Do you have a compliance & regulation department?			
Will compliance need to be involved for state regulations around TelePrEP practice and any other measures your organization needs to be monitoring as well?			

	YES	NO	NOTES
Are there any other compliance considerations that need to be reviewed?			
Will compliance need to be involved for state regulations around TelePrEP practice and any other measures your organization needs to be monitoring as well?			

Claims/Billing/Reimbursement	YES	NO	NOTES
Is there someone in your organization that will help providers with billing and coding for their TelePrEP visits?			

Technology	YES	NO	NOTES
Do you have an IT department that will need to be involved in the implementation of the platform? They may need to make sure it is compatible with the current EMR, remote desktop and firewall settings.			
Will you need support from the technology platform available for providers during the time of implementation? This may affect your technology platform decision. *Reference the Telemedicine Platform Decision Matrix.*			

Community Engagement	YES	NO	NOTES
Are there specific community partnerships that will be referring clients to your TelePrEP program?			
How will you be collaborating with them?			

Integrated and Collaborative Care	YES	NO	NOTES
Are there any practices that would be interested in partnering to provide TelePrEP access for their patients that cannot provide it themselves?			

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