

Get a leg up with UBT Tracker



UBT Tracker is a powerful tool that can speed your team's progress and help it vault into high performance. How? It collects in one place all the important information about your unit-based team—who's on it, what you're working on, what metrics you're using, what tests of change you've tried and how well those tests of change worked—freeing you and your team up to concentrate on achieving your performance improvement goals. UBT Tracker also makes reporting on your team's progress a simple matter.

By creating a real-time database of UBT information, UBT Tracker makes it easy to spread successful practices. This is why the 2010 National Agreement requires that it be updated regularly. It lets you see what other teams are working on and what's worked for them—information you can use to jumpstart your team's work or solve a tough obstacle. (And, of course, the information you've entered can help those teams succeed, too!)

UBT Tracker highlights accomplishments for leaders at all levels, and helps us all achieve our shared vision: Creating a high-performing Kaiser Permanente that delivers on the promise of the Value Compass and is the model for the future of health care in the United States.

MAKE IT A DATE! 10 WAYS TO MAKE TRACKER A REGULAR HABIT

Having a hard time incorporating UBT Tracker into your team's workflow? Here are some techniques that other frontline teams are using.

INVITE TRACKER TO YOUR UBT MEETINGS

- Set aside time during your regular UBT meeting to update Tracker data.
- To be sure you set aside that time, make "update Tracker" a standing UBT meeting agenda item.
- Keep Tracker open during meetings and refer to it to see what other teams are doing when faced with similar issues.

SET TRACKER PRIORITIES

- Note weekly, monthly or quarterly deadlines for updating Tracker on your team's master calendar.
- Focus on keeping key entries up to date: Performance Improvement Projects (PIPs), Tests of Change, Results and Learnings/Successful Practices.
- Once a month, take a few minutes to search Tracker to see what similar teams in your region are doing.

GET TEAM MEMBERS INVOLVED

- Assign team members to gather data for specific entries.
- Bring Tracker reports to team huddles so team members can understand the data, interpret it and respond.
- Use Tracker entries to build storyboards for UBT fairs, training sessions and other displays.

KEEP IT SIMPLE

- Download a copy of the UBT Tracker Guide and keep it in your team binder for quick reference:
LMPPartnership.org/tools/ubt-tracker-user-guide.

Questions? Email UBTtracker@kp.org.



Signing On to UBT Tracker

- Navigate to MyHR from your region’s home page (or go to insidekp.kp.org/myhr) and click on **SIGN ON**. (see figure A)
 - Enter your **NUID** and **password** at the prompts.
 - From the **PERFORMANCE** tab, look for the heading Team Performance, then the sub-heading Continuous Improvement. The link to UBT Tracker is there. (see figure B1)
- Alternatively, click on the **WORK@KP** tab. Under the Labor & LMP heading, you will see a link to UBT Tracker. (see figure B2)

FIGURE A




FIGURE B1

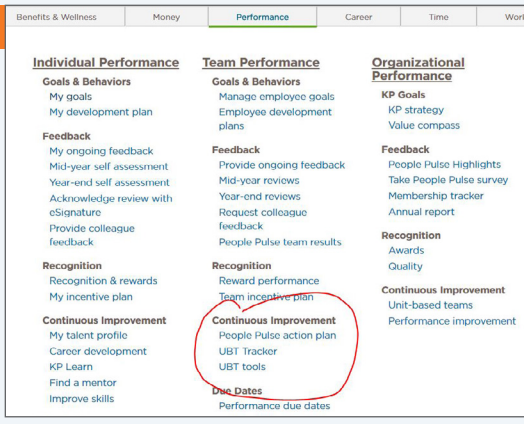


FIGURE B2

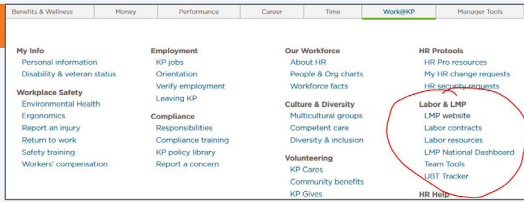
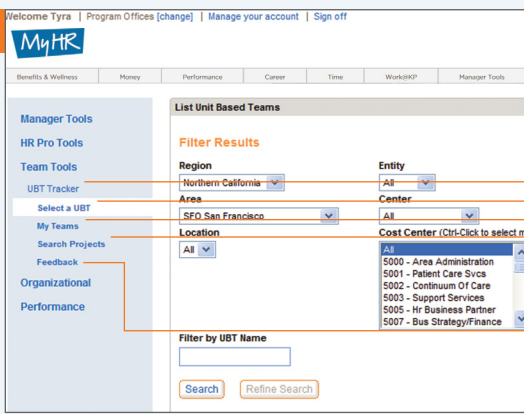


FIGURE C



You now can get anywhere you want to go in Tracker from the left-hand panel. (see figure C)

UBT TRACKER This page has overview information about Tracker and a link for downloading the full instruction guide to UBT Tracker.

SELECT A UBT This page lets you find a UBT by name, if you know it—or lets you set search for UBTs by various attributes, including medical center area, entity (Kaiser Foundation hospitals, health plan, medical group or “all”) and cost center.

MY TEAMS This brings up a list of teams that you belong to or that you’ve told Tracker you’re interested in following (because they’re working on projects similar to yours, for example). From here you can dive in and look more closely at each team’s Performance Improvement Projects or other details about the team’s makeup.

SEARCH PROJECTS Here you can set parameters to find projects with characteristics you’re interested in. You can search by the project’s focus area, for example—Revenue Capture, No Harm and Patient Satisfaction are some of the choices—or by its metric, by whether or not the project’s target has been met, and much more. This is a powerful way to find other teams’ successful practices and adapt them for your UBT—and lets others benefit from the good work your team is doing.

FEEDBACK Questions or comments about how Tracker works? Go to this page to send an email to its developers.