

## Benchmarking Participation and Data Sharing Agreement

The National Home Infusion Foundation (NHIF) Benchmarking Program aims to collect industry-wide, standardized data to establish a national reference point (benchmark) for performance metrics that have the potential to improve the quality and efficiency of patient care. These benchmarks will represent the standard, or norm, for which providers can compare their individual performance. Without the ability to compare results, data from an individual location lacks context. Overall, benchmarking makes data more actionable by identifying performance gaps and acknowledging industry best practices.

Your willingness to contribute data to the NHIF Benchmarking Program is very much appreciated. Participation in NHIF Benchmarking Programs is voluntary. By signing this form you agree to the following Terms and Conditions established by this Participation Agreement.

### Confidentiality

Data submitted from individual organizations will be used in accordance with all aspects of the Ethics Code of the American Association of Public Opinion Researchers (AAPOR), thereby protecting respondent confidentiality.

Data used for benchmarking purposes is representative of the location's aggregate results. Data received by NHIF (via the third party data administrator) will be de-identified, therefore NHIF will never have the ability to associate the raw, extracted data with any individual provider who participates in benchmarking. NHIF will not sell or otherwise provide participating location contact information to anyone, and will retain ownership of all raw data and benchmarks.

All survey responses and aggregate data will be filed on a secure password restricted server and only accessible by those individuals directly involved in data analysis, namely Connie Sullivan, President and CEO, Ryan Garst, Jennifer Lyons, and Danell Haines, PhD, whom have signed the above ethics code and whose terms of employment are based on their compliance with the Confidentiality Statement. No one else has access to the data, not the CEO, not the Board of Directors, not the Future Advisory Council members, nor the Data Initiative Taskforce members.

### Key Contact Information

When registering for the NHIF Benchmarking Program, each provider location will include a Key Contact who will manage the participation account and carry out all the responsibilities set forth.

The Key Contact will:

- Serve as the main point of contact.
  - Will accept and respond accordingly to emails from the NHIF Data Initiative Coordinator.
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- Will review the participant's profile information.
- Will ensure that all submitted data follows the format and requirements in this agreement.
- Meets the deadlines for data submission.
- May be contacted following a data submission, for the purpose of clarifying data.

### Use of Benchmark Data

NHIF will only use benchmarking data according to the following terms:

- Public disclosure of any individual location data is explicitly prohibited.
- Benchmarking data will not be used to rank home infusion providers.
- Public reports will not include comparisons of individual providers.
- Will present and publish benchmarking data in aggregate form.
- Data may be reported (pending sufficient participation) using the general characteristics listed in the "Home Infusion Location Profile."
- Will maintain a list of providers who contribute validated data to the Benchmarking Initiative. This information might be provided on NHIA materials (print and electronic), if applicable.
- Use the data for research studies to promote and advance the infusion industry, under the condition that the confidentiality and identities of the data sources are maintained.

### Sharing Information

- NHIF will not sell or otherwise provide participating location contact information to anyone.
- NHIF will retain ownership of all raw data and benchmarks.
- NHIF may generate reports describing the aggregate benchmarking results and make such reports available external parties for a fee. (E.g. payers, investment firms, industry suppliers)
- NHIF may publish the aggregated results of benchmarking programs and/or related research projects in professional journals.
- NHIF may present the aggregated results of benchmarking programs and/or related research projects at professional conferences.

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### NHIF Responsibilities

- Review the organization application and determine if the criteria for participation have been satisfied.
- Validate the organization's data collection procedures for compliance with program specifications.
- Provide the participating agency/provider with a "Certificate of Validation" and validation insignia to print on individual location benchmarking reports to indicate the provider has met NHIF data validation standards.
- Notify the Key Contact of data collection deadlines.
- Support participants in understanding the data definitions and accepted forms/surveys for data collection.
- Serve as a steward of the data.
- Maintain, review, and analyze the benchmarking data, from previous and current participants, for the purposes of monitoring and assessing the home infusion industry.
- Not allow a third-party organization to independently use or report benchmarking data without the expressed written permission.
- Publish national benchmarks according to the program schedule.
- Provide a written report summarizing the industry-wide benchmarking results.

### Participant Responsibilities

When submitting data to the Benchmarking Initiative, you agree to the following terms.

- Utilize NHIF approved standardized forms, surveys, or instruments to gather the data.
- Notify NHIF of any changes or modification in data gathering procedures that may impact the organization's validation status.
- Submit data that meets the benchmark eligibility criteria.
- Submit data through an NHIF approved data-administrator (E.g. Strategic Healthcare Programs, etc.).
- Meet the deadlines for data input or upload.
- Submit data in the required format.
- Data cannot be edited, updated, changed, deleted, or add data once a data collection interval has closed.

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- Submit a complete “Location Profile” survey, to be updated annually.

### Dues and Payment Terms

Participation in NHIF Benchmarking Programs is free to locations with an active NHIA membership in good standing.

NHIF will charge non-member locations a non-refundable, annual \$950.00 enrollment fee to cover the costs of participation qualification, data validation and data processing. This fee may be periodically waived or modified at the sole discretion of NHIF.

### Resigning From the Agreement

A participant may withdraw from the NHIA Benchmarking Initiative at any time. The Key Contact will notify the NHIA Benchmarking Initiative Coordinator in writing with their request to remove the provider from the Participation List. NHIF may terminate the participation of a location for non-compliance with the program criteria.

### Permissions

\_\_\_\_\_ agrees to allow the locations listed in Appendix A to share data with NHIF for the purposes developing national benchmarks for the program(s) selected below. I understand that by electing to participate, my organization will not receive a Validation Certificate until all elements of the individual program criteria are satisfied. Additionally, I understand there may be additional criteria for participation in an individual sample interval.

\_\_\_\_\_ Patient Satisfaction Benchmarking

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**Signature Form**

Agreed and Accepted

**NHIF**

\_\_\_\_\_

Signed

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

**Participant**

\_\_\_\_\_

Signed

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

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**Appendix A**

**Participating Locations for:** \_\_\_\_\_

(Organization name)

\*Organizations may provide the location list using the format below or by attaching a separate document.

Street Address	City/State/Zip	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____