

## EXHIBIT 7.1. TRAINING AND PERFORMANCE DESIGN SPECIFICATIONS DOCUMENT

_____ Training Department  Draft: _____	
<p>This is principally an internal training department document. Clients are not usually interested in much of the detail in Part B through Part D of this document. However, some of it may be of interest, so parts of the design document (or all of it) may be shared with the client as necessary. The project manager has final approval authority on behalf of the client. The Performance Alignment Contract (PAC) is considered a permanent part of this document. The PAC is both the agreement with the client and the controlling document for the entire training and performance process.</p>	
<b>Training Project</b>	<u>Big Sky Patient Privacy Training</u> Project name
<b>Original Author(s)</b>	_____ Name, Instructional Designer
<b>Author's Department/Group</b>	_____ Name of department
<b>Final Approval Required By</b>	_____ Approver's name (project manager)
<p>I concur with the training and performance recommendations described in this document.</p> <p>Approver (Name): _____ Date: _____</p> <p>Approver (Name): _____ Date: _____</p> <p>Approver (Name): _____ Date: _____</p> <p><b>Part A:</b> Performance Alignment Contract (PAC) (not shown in this exhibit; see Exhibit 6.1)</p> <p><b>Part B:</b> Training and Performance Solution Profile: provides overview of key parts of the training project</p> <p><b>Part C:</b> Development Timeline: provides timeline for development of each module and support components</p> <p><b>Part D:</b> Training and Performance Delivery Implementation Plan: provides a detailed delivery timetable and other logistical information</p>	

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## EXHIBIT 7.1. (Continued)

Part B: Training and Performance Solution Profile		Date: _____							
Project: <u>Big Sky Patient Privacy Training Project</u>		Content Area: _____							
a. Training Module	b. Objectives	c. Training Mode	d. Learning Assessment Strategy	e. Prerequisites and Pre-Engagement Action	f. Contact Hours	g. Number of Sessions	h. Audience	i. Trainer(s)	j. Job Experts
1. Name of module	Guiding objectives from PAC document <ul style="list-style-type: none"> <li>• Outcome</li> <li>• Execution</li> <li>• Performance readiness</li> </ul> Objectives for module List related module objectives Must be measurable and observable	Type of delivery mode(s); for example: <ul style="list-style-type: none"> <li>• Hands-on</li> <li>• Classroom</li> <li>• Online</li> <li>• Webcast</li> <li>• Case study</li> <li>• Blended</li> </ul>	Type of assessment; for example: <ul style="list-style-type: none"> <li>• Written test, multiple choice</li> <li>• Self-assessment</li> <li>• Observe skill practice using role-play</li> </ul>	List prerequisites for participants prior to participating and any prework or action	Number of hours a participant is engaged in delivery. If self-paced, estimate typical hours engaged.	Number of sessions required to reach all of target audience	Description of audience; for example, all service engineers in business units	Names of trainers who will deliver module	Names of job experts who will provide content or instruct a module
2. Case scenarios module	See PAC document, Section II.	Classroom instructor led	<ul style="list-style-type: none"> <li>• Twenty-item multiple choice questionnaire following webinar</li> <li>• Case scenarios during instructor-led session</li> </ul>	Review tool kit online prior to participating in instructor-led session. Tool kit content is HIP AA and Privacy Act Rules on patient confidentiality.	Six hours (two hrs online and four hrs classroom)	115 sessions required at thirty people per session	All hospital and clinic employees who have access to medical files and medical information	Stacy Hinkle, Nick Pierre, David Martinez, Mandy Locke, and fifth person to be named	Jo Calaydick, Amanda Noelle, Amber Locke, Kristen Green, David Sebastianelli, Madison Heller, Austin James, Helen Zhang
<b>k. AMR Strategy</b>	AMR not stipulated, because Group Managers will have compliance implementation goals on their personal performance plan tied to their overall annual performance rating. They will likely require visible AMR from their direct report supervisors in hospitals and clinics.								
<b>l. Transfer Action</b>	Group managers at each facility perform unannounced walk-around observation and conduct spot audits during the first ninety days following the training rollout.								
Group managers ask frequent questions about action items that were developed during training and recognize employees who are implementing their action plan to end ineffective habits.									

## EXHIBIT 7.1. (Continued)

Part C: Development Timeline		Project: <u>Big Sky Patient Privacy Training Project</u>	Content Area:	Date:		
a. Training Module	b. Module Support Component (Guiding objectives, enabling objectives, pre-engagement action, assessment or test instruments, media, e-support, role play scenarios, expert content review, supplier support, and so on)	c. Version # and Completion Date of Module	d. Transfer Action and Strategy and AMR Strategy Completion Date	e. Train-the-Trainer (room reservation and location)	f. Pilot Session Begins (room reservation and location)	g. Training Sessions Begin (room reservation and location)
1. Name of module	Name of support component	Date	Date	Date and location	Date and location	Date and location
2. Case scenarios module	Guiding objectives completed: see PAC document, Section II. – Outcome objectives – Work setting execution objectives – Readiness objectives  Development of enabling objectives for module  Development of role play exercises and assessment instruments  Development of web-based tool kit for pre-engagement  Development of video mini-case scenarios showing typical violations  Review by content expert: David Martinez	Final is complete   Final: June 12   Version #1 June 16   Version #1 July 15   Version #1 July 25   July 30 and Aug 10	Aug 10: Develop communication script for CEO to clarify roles and expectations of group managers  Aug 10: Develop starter kit of sample questions and checklist for group managers  July 9: Develop draft of group managers compliance goals for CEO approval  Aug 10: Distribute template for group managers compliance goals  See PAC Section II for transfer action and strategy  AMR Strategy: see Part B, item k	August 7 in Blue Mountain room in corporate headquarters	August 10 in Seminar Room C in corporate headquarters	To be determined

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## EXHIBIT 7.1. (Continued)

Date: _____												
Part D: Training and Performance Delivery Implementation Plan												
Project: <u>Big Sky Patient Privacy Training Project</u>					Content Area: _____							
a. Training Module	b. Population Size and Department	c. Date Training Sessions Begin	d. Date Training Sessions End	e. Suggested Class Size (min. and max.)	f. Length of Class and Number of Classes	g. Audio/Visual Required	h. Printed Material Required	i. Room Set-Up	j. Facilitators/Instructors	k. Delivery and Work Setting Execution		
			Pre-Engagement Action		AMR Strategy		Trigger the Transfer Strategy					
1. Name of module	How many people to be trained and name of the department	Date	Date	XX to XX	Number of hours per class offering and Number of times to be offered	Examples: LCD Overhead Flipcharts Computer support	Examples: Handouts Assessments Evaluations Posters	Examples: Theater style Classroom style Small round tables (teams of four) U shape	Names of facilitators for each module	Date participants notified about work to be completed prior to program and who will notify	Date AMR strategy initiated and who will initiate it	Date transfer strategy initiated and who will initiate it
2. Case scenarios module	Records Dept., forty people	Aug 15	Aug 16	20 to 25	Six hours offered twice to Records Dept.	Video playback	Participant workbook Scenario handouts	Round tables	Amanda Noelle and Amber Locke	Aug 1, Review tool kit online, David Xue. See PAC Section II for pre-engagement action	See Part B, item k	Aug 10 and 17, David Xue See item I in this part
<b>I. Transfer Strategy Implementation Plan and Timeline:</b>										Document transfer strategy here and specify timeline.		
<p><i>On August 10, communication from hospital CEO to group managers and lead nurses at each facility to clarify their role and expectations, and to suggest immediate actions to influence ongoing compliance when handling and releasing patient information. All group managers will have a compliance implementation goal immediately placed on their personal performance plan and tied to their overall annual performance rating for upcoming year.</i></p>												