**Million Hearts™ Initiative Progress Notes**

**Introduction**

Launched in September 2011, Million Hearts™ is a national initiative to prevent one million heart attacks and strokes in the U.S. over the next 5 years. The Centers for Disease Control and Prevention (CDC) and Centers for Medicare and Medicaid Services (CMS), co-leaders of Million Hearts™ within the U.S. Department of Health and Human Services, are working alongside other federal agencies and private-sector organizations to make a long-lasting impact against cardiovascular disease.

**Definition**

A *progress note* is a description of an initiative and its progress, achievements, and lessons learned for heart disease and stroke prevention.

**Purpose**

* To present an illustrative sampling of activities and achievements of evidence- or practice-based initiatives across the country that focus on the Million Hearts™ goal of improving cardiovascular health across communities and helping Americans live longer, more productive lives.
* To provide ideas that can be adapted for implementation in a wide range of sectors (e.g., communities, health systems, nonprofit organizations, federal agencies, employers, private-sector organizations).

**Reasons to Submit a Progress Note**

By submitting a Progress Note, you could:

* Receive national recognition for the accomplishments of your initiative, and, if it is approved, your Progress Note might be posted on the Million Hearts™ web site
* Provide a concrete example of an initiative’s progress and accomplishments to your partners
* Contribute knowledge and local experience to the national effort to prevent heart attacks and strokes using the Million Hearts™ principles and approaches

The formula for writing a Progress Note is simple: frame your Progress Note around the Million Hearts™ principles and approaches; use data to quantify reach and/or impact, and to convey the compelling outcomes; and provide context by describing the activities and steps taken.

Listed below are some suggestions to write a Progress Note.

**Suggestions for Writing a Progress Note**

* Use simple and concise sentences.
* Report facts, and not opinions.
* Limit use of acronyms. If you use acronyms, spell them out on first mention.
* Do not use contractions (e.g., can’t, don’t, etc.).
* Be clear about who is doing the action. When possible, use active voice (e.g., “X provided Y trainings.”) instead of passive voice (e.g., “Trainings were provided.”).
* Avoid jargon.
* Cite sources or references accurately.

Below is a template designed to help you gather and organize pertinent information to write a Progress Note. The questions are only a guide, so do not feel that you have to answer each and every one.

**Progress Note Template**

***Background:***

* Which Million Hearts™ principle and approach does your initiative support? Check all that apply.

Principles

 Aspirin Use

 Blood Pressure Control

 Cholesterol Management

 Smoking Cessation

Approaches

 Focus (e.g., communication, clinical measurements, reporting by physicians, health care facilities, and health care systems)

 Health Information Technology (e.g., registries, Electronic Health Records)

 Clinical Innovations (e.g., team-based care, patient-centered medical homes, interventions to promote medication adherence)

 Policies and Programs to Reduce Tobacco Use and Exposure to Second-Hand Smoke

 Policies for Reducing Sodium Content of Food

 Policies Aimed at Eliminating Artificial Trans Fat from Diet

* What is the name of your initiative?



* What is the name and contact information of a person who can speak on behalf of your initiative?



* Do you have additional information to complement your Progress Note (e.g., website URL, peer-reviewed articles, news stories, press release, promotional materials)?



* Is your initiative funded by a federal agency? If so, which one, and what is the federal program or initiative?



***Fast Facts:***

* Location: Where did your initiative occur (e.g., city/community, state, regional, national)?



* Approach: What was the overarching strategy of your initiative?



* Improvement: What change occurred as a result of your initiative?



***Reach:***

* What was the reach (i.e., the number or percentage of people who received or were affected by your initiative)?

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***Impact:***

* What was the impact (i.e., the result of your initiative’s reach and efficacy)?



***Demonstrated Results:***

* Was the progress of your initiative evaluated?



* Were short-term and/or intermediate outcomes identified? If so, what were they, and were they achieved?



* Was there an impact on cost of care?



***Approach:***

* Were data used to support your initiative, including health burden or economic costs?



* Was a specific population or community with disproportionate rates of heart disease and stroke targeted for this initiative?



* What was done? What steps were taken?



* Who was involved (e.g., partners)?



* What were the strategies for promoting participation?



* What was the timeline and duration of your initiative?



* How much did it cost to implement and evaluate your initiative? (cost includes all resources, e.g., in-kind, financial, personnel, time)



* Are there plans for continuity and sustainability?



* Is your initiative generalizable or scalable? If so, to whom? If not, why not?



* Did you face any challenges? If so, how were they overcome?



* What lessons did you learn during the course of implementing and evaluating your initiative? What advice would you offer others who might adopt your approach?

