

**SAPC Value-Based Incentives Package, FY 2025-26**  
**Managing Financial Risk in Value-Based Reimbursement (1-B)**  
**Risk and Financial Readiness Assessment**

**Purpose:** The Risk and Financial Readiness Assessment highlights key considerations to help provider agencies proactively prepare for changes in the value-based reimbursement environment, new service delivery initiatives, and other program developments. The **Risk and Financial Readiness Assessment is required for completion of Milestone 1** and is due to SAPC via the [VBI Electronic Submission Form](#) on **February 15, 2026**.

**Instructions:** Fill out each section based on current operations, capabilities, and goals. Submissions will be evaluated based on completeness and thoroughness of responses, rather than organizational performance. We encourage participants to approach this submission with a spirit of openness and collaboration.

**Provider Agency Profile & Contact Info:**

Provider Agency:	
Provider Representative Name:	
Email:	
Phone Number:	
Date Completed:	
CIBHS Coach Name:	

## SECTION 1: PROJECT OVERVIEW (PROJECT CHARTER)

This section summarizes the basic components of a project charter: the who, what, when, where, and why of evaluating readiness for change. This section highlights key stakeholders and details involved in navigating financial risk under value-based reimbursement and alternative payment models. This includes key team members, goals, and expectations. By completing this section, provider agencies will have a general roadmap to guide project planning decisions. Be intentional about your responses to ensure that the project charter aligns with organizational values and goals.

**Personnel Summary:** Identify all team members who are involved in the various administrative, clinical, or financial aspects of value-based payment reform. This may include, but is not limited to, key decision makers, subject matter experts, team managers, and individual contributors whose decisions and workflows will be impacted by value-based care developments. A sample project team is provided below. Actual roles and responsibilities may vary; please provide an overview that best represents your agency.

Job Title	Name	Department / Team	Responsibilities

**Communications Expectations:** Provide an overview of reporting, meeting, or other communication expectations that will support planning efforts. This can include anything currently in place, or anything that may take place in the future amidst new developments. *Example:* Monthly leadership meeting, workgroup facilitation, project management platform, status report, internal training.

Comm. Method	Description	Frequency	Attendees

### **Sample Communications Methods:**

- **Status Report:** Recurring written update summarizing accomplishments, upcoming tasks, barriers, and risks.
- **Internal Meeting:** Can vary from high-level stakeholder briefs to weekly operational check-ins.
- **External Meeting:** Applicable if contracting with external vendors.
- **Project Management Platform:** Live task tracking via spreadsheets, whiteboards, or any other platforms.

### ***Reflection Questions***

1. How does value-based reimbursement align with your agency's mission, vision, values, and/or goals?
2. Describe your team's level of understanding of value-based reimbursement concepts and frameworks.
3. What steps has your agency already taken to prepare for changes in the value-based reimbursement environment?

## SECTION 2: ROLES AND RESPONSIBILITIES

This section summarizes the technical and logistical aspects of your agency's readiness for changes in the value-based reimbursement environment. It will highlight knowledge, skills, abilities, and responsibilities across the project team, subsequently highlighting areas of strength and areas of focus to help align individual skillsets with organizational needs.

**Responsibility Matrix:** The following table summarizes key topics that will be affected by changes in the value-based reimbursement environment. For each team member listed in the personnel summary, assign a responsibility level (R, A, C, I) based on the descriptions below.

Project Area								
<b>Financial</b>								
Coding								
Revenue cycle management								
Financial reporting								
Financial projections								
Contract rate negotiation								
<b>Clinical &amp; Quality</b>								
Service delivery design								
Patient access & engagement								
Clinical workflow documentation								
Clinical / outcomes reporting								
<b>Data Infrastructure</b>								
KPI development								
Performance monitoring								
Data collection and database implementation								
Data Aggregation Platform Implementation								
<b>Administrative</b>								
External partnerships								
Policy development								
Compliance & audit readiness								

***Responsibility Levels:***

- **Responsible (R):** Performs the task at hand. Reports to or seeks guidance from other team members as needed.
- **Accountable (A):** Ensures that the work gets done according to previously set timelines and guidelines. This individual may sign off on work prepared by the person responsible.
- **Consulted (C):** Provides needed input and guidance along the way.
- **Informed (I):** Stays updated on task progress and project decisions.

***Reflection Questions:***

1. Based on the distribution of responses, are there any gaps or duplication of roles that need to be addressed?
2. What are some of your team's current strengths, and what are some areas of focus where additional training/resources may be needed?
3. What are some organizational changes that may need to take place to support new service delivery or payment models, if any?

### SECTION 3: RISK AND FINANCIAL READINESS ASSESSMENT

This section evaluates your agency's overall readiness across various categories. Please rate your confidence level using a scale of **1 = Not at all confident** to **5 = Very confident**, then provide a brief explanation. SAPC will not use these scores to assess submission completion. Be open about your team's areas of strength as well as areas where additional support may be needed.

Question	Confidence Level (1-5)	Briefly explain why you selected this confidence level ( <i>required</i> ).
<b>Operational Infrastructure</b>		
We have the tools and frameworks needed for organizational changes in the value-based reimbursement environment.		
We have systems in place to collect the data required to calculate key metrics.		
We have a data aggregation platform that provides summary report of key metrics.		
There are processes in place to measure performance against various quality and outcomes metrics targets.		
We maintain a culture of continuous quality improvement.		
<b>Financial Readiness</b>		
We are mitigating financial risk through active stewardship of financial reserves and various revenue streams.		
We have a strong understanding of key drivers of financial performance at our agency.		
We currently utilize financial modeling and projections to support organizational decision making.		
<b>Change Management</b>		
We embrace organizational change at the leadership / decision-making level.		
We are nimble in implementing organizational changes in day-to-day operations.		

### ***Reflection Questions***

1. **Operational Infrastructure:** How is data used at your agency to advance organizational goals and/or decision making?
2. **Operational Infrastructure:** What are some key metrics and KPIs used at your agency to measure effectiveness of service delivery?
3. **Financial Readiness:** Does your agency have any revenue sources outside of client service revenue? If yes, what are these revenue sources?
4. **Financial Readiness:** What are your agency's policies and best practices for the stewardship and usage of cash reserves?

**SECTION 4: ADDITIONAL INFORMATION (OPTIONAL)**

Certain tables or questions in the Risk and Financial Readiness Assessment may not have sufficient space to capture your response. In the text box below, please provide any additional information that can supplement your responses to the questions above. Please reference the respective section number and table name / question number in your responses.