

## Instructions for Scoring the TAPP

- Recode all ‘Don’t Know/Unsure’ responses to ‘No’
- Question 4 ‘In this practice, how often do patients see the same PCP (other than vacation time)?’:
  - Recode ‘Never/Rarely’, ‘Sometimes’, and ‘Usually’ to ‘No’
  - Recode ‘Always’ and ‘Not Applicable/Solo PCP’ to ‘Yes’
- Question 8 ‘Does this practice divide patients into panels that are assigned to specific PCPs and/or care teams?’:
  - Recode ‘Don’t Know/Unsure’ and ‘Not Applicable/Solo PCP’ to ‘No’
- Question 9 ‘Does this practice have designated staff to manage patient panels?’:
  - Recode ‘Yes, medical assistants act as panel managers’, ‘Yes, PCPs act as panel managers’, and ‘Yes, other staff act as panel managers’ to ‘Yes’
  - Recode ‘No, no staff dedicated to panel management’ and ‘Not Applicable, practice does not maintain patient panels’ to ‘No’
- Question 11 ‘Does this practice facilitate regular communication between PCPs and care coordinators (e.g., regularly scheduled meetings, communication template)?’:
  - Recode ‘Don’t Know/Unsure’ and ‘Not Applicable, practice does not have care coordinators’ to ‘No’
- Calculate the total TAPP score by summing the number of ‘Yes’ responses to all 113 items on the TAPP