Creating a Continuous Quality Improvement Plan: Appendix A: Sample CQI Plan Outline

CQI Brief
Design Options for Home Visiting Evaluation
July 2016

1. Organizational System and Support

   a. List LIAs or CQI teams that will participate in CQI activities and the extent to which LIA management supports direct involvement in CQI activities.

   b. Describe the extent to which program participants are included in CQI teams and encouraged to lead quality improvement work.

   c. List state/territory personnel assigned to CQI teams, including their relevant experience and skills.

   d. Summarize financial support for CQI work, including allocation of resources and staff time at the state/territory and local levels.

   e. Describe how you will generate buy-in and support for your CQI work.

   f. Describe training and coaching activities planned to strengthen CQI competencies for state/territory and local teams.

   g. Describe how you will incorporate learning based on data into staff training and technical assistance provided to LIAs.

   h. Highlight training or coaching the DOHVE team could provide to the state/territory team.

   i. Identify organizational challenges, if any, that could be barriers to CQI efforts and include an approach to addressing those challenges.

2. CQI Mission

   a. Include topic(s) of focus for each LIA, a justification for why those topics were selected, and an explanation of how those efforts will align with state/territory priorities.

3. Goals and Objectives

   a. Include SMART aims for the CQI projects proposed or underway at each LIA.

4. Changes to Be Tested

   a. Describe evidence-based or promising practices teams will test.

5. Methods and Tools

   a. Identify CQI methods that will be used to assess progress.

b. Describe CQI tools the state/territory team will use to support local CQI work, such as a CQI team charter, a driver diagram that displays the theory of change, process and outcome measures used to track progress, process maps, and run charts.

6. Measurement and Data Collection

a. Include a plan for data collection (what to collect and how often), display, and dissemination at the local and state/territory levels for CQI purposes.

b. Describe LIA or CQI team capacity to track progress, determine if tested changes resulted in improvement, identify the need for course corrections, and use data to drive decision making.

c. Describe how you will communicate and spread CQI learning.

7. Grantee Monitoring and Assessment of Progress

a. List active and completed CQI projects at the state/territory level including topics, SMART aims, successes, and lessons learned.

b. Include a plan to routinely monitor CQI efforts and reassess efforts moving forward.