



## Quality Improvement Plan Guidelines

### Required elements to be included in a Quality Improvement Plan:

#### **Opportunity Statement**

- A concise statement of the quality of care process in need of improvement including the outcome to be achieved to prevent recurrence of the cited concern(s).

#### **Most Likely Causes of the Problem**

- Analysis to identify underlying factors contributing to the problem(s) and to identify where process improvement is needed.

#### **Interventions or Process Changes to be implemented and the timeline for Implementation**

- Outline the necessary steps to implement the interventions/process changes.
- Identify the resources available to implement the interventions/process change.
- Identify implementation/revision of policies and procedures necessary to meet your objectives.
- Define timeframes for implementation of interventions/process change.

#### **Measurement of Performance**

- Identify indicators to measure progress towards improvement.
- Define target goal to be achieved.
- Define timeframes being measured (to include date ranges of monitoring activity).
- Develop a measurement tool to monitor improvement.
- Determine sample size and frequency of monitoring (minimum of 5%).
- Provide quarterly results of monitoring by identifying the percentage as well as the numerator/denominator of the indicator(s).

#### **Educational/In-service Programs to be offered**

- Include copies of planned education programs/in-services, dates scheduled, staff in attendance/ new and/or revised policies and procedures.

#### **Responsible Parties/Departments**

- Identify the individuals and departments (including the medical staff for physician component) responsible for implementation of interventions, education programs, measurement/monitoring of progress, and submission of monitoring report to eQHealth Solutions.

#### **QIP Format and Monitoring Report (please refer to attachments B&C)**

- \*Facilities will have 45 calendar days from the date of the notice to submit the QIP. Quarterly reports to be submitted within 30 days after the end of the quarter.
- \*Please note the Primary contact person for your hospital when the QIP is submitted.