**A. AGENCY INFORMATION**

**1. Agency name:**

**2. Name and contact information for the person(s) submitting this plan:**

**3. This is a plan for:  Part A  Part B/Rebate**

**4. Services funded for the above part(s):**

1. **Do you and your staff have sufficient quality management capacity to carry our quality improvement projects using the Plan-Do-Study-Act (PDSA) cycle?  Yes  No**

**If no, would you like in-service training for your staff on quality improvement projects and PDSA cycles?  Yes  No**

**B. GOALS**

1. **Measurable QI Goal #1**
   1. QI goal/aim statement:
   2. Intervention/strategy that will help you achieve your goal:
   3. Staff responsible for intervention:
   4. How will you measure progress?
      1. Process measures:
      2. Outcome measures:
   5. Where will you track the data?
   6. How will your progress be communicated and to whom?
2. **Measurable QI Goal #2**
   1. QI goal/aim statement:
   2. Intervention/strategy that will help you achieve your goal:
   3. Staff responsible for intervention:
   4. How will you measure progress?
      1. Process measures:
      2. Outcome measures:
   5. Where will you track the data?
   6. How will your progress be communicated and to whom?
3. **Measurable QI Goal #3**
   1. QI goal/aim statement:
   2. Intervention/strategy that will help you achieve your goal:
   3. Staff responsible for intervention:
   4. How will you measure progress?
      1. Process measures:
      2. Outcome measures:
   5. Where will you track the data?
   6. How will your progress be communicated and to whom?

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| --- | --- |
| 1. **QI PLAN SUMMARY** | |
| **Measurable Goal for 2024** (rewrite your aim statements from above here) | **Baseline Measure**(your starting point or what you achieved in 2023) |
| **Goal #1:** |  |
| **Goal #2:** |  |
| **Goal #3:** |  |

**Please review and check the following before submitting to the Quality Management Team.**

Our QI plan/project(s) addresses clients and/or services for all our funding sources.

Our QI goal(s) is specific.

Our QI goal(s) is measurable.

Our QI goal(s) is attainable.

Our QI goal(s) is relevant.

Our QI goal(s) is time bound.

Our QI goal(s) is inclusive or considers inclusivity.

Our QI goal(s) is equitable or considers equity.

Our QI goal is an improvement on what we accomplished year to date or last year.

Our staff involved in these programs have agreed to these projects and reviewed this submission.

Our program leadership has reviewed and agreed to this submission.

Our QI project intervention is specific, and it is clear what we are going to do to try to reach our goal.

Our QI project/intervention is not the same project/intervention we wrote last year.

**Please submit your QI plan as a Word document to** [**scott.bilodeau@hennepin.us**](mailto:scott.bilodeau@hennepin.us) **and** [**aurin.roy@hennepin.us**](mailto:aurin.roy@hennepin.us) **by April 1st, 2024.**