

2010-2011 Standards Review
Agency Quality Improvement Plan
Sample Format

LHJ name: _____

Title of project: _____

Lead staff: _____

Start date: _____

Complete date: _____

Overall goal for project: _____

1. a. What is the identified issue that you would like to work on?

b. How did you determine that this was an issue (background)?

c. What quality improvement tools did you use to identify the problem? (See referenceⁱ)

2. What is your specific objective and timeframe for improving the identified area? This should be your one overall objective for the project and should be SMART: Specific, Measurable, Achievable, Realistic, and Time bound. (See example and referenceⁱⁱ)

<u>Specific</u> <i>(verb, e.g. increase)</i>	<u>Measurable</u> <i>(what you are improving)</i>	<u>Deliverable</u> <i>(by how much, e.g. by 10%)</i>	<u>Realistic</u> <i>(by when, e.g. by Nov. 30th)</i>	<u>Time-bound</u> <i>(to do what- health outcome, e.g. decrease preventable disease)</i>
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Type yours here:

3. a. What activities are you considering for improvement?

b. What QI tools will you use to work on project? (See referenceⁱⁱⁱ)

ⁱ QI tools or methods for identifying a problem could include logic models, work plans, data analysis, or from resources listed :
The Public Health Memory Jogger™ II

ⁱⁱ QI tools or methods for improving a problem could include conducting a Plan, Do, Check/Study, Act (PDCA/PDSA) cycle or Rapid Cycle Improvement (RCI) project, Business Process Analysis (BPA), pre/post evaluation, or from resources listed in i

ⁱⁱⁱ 2009 WA State Public Health Standards, 9.1.3B