|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TOPIC PLAN & PLAN-DO-STUDY-ACT FORM**  **Completed Monthly** | | | | | | |
| **Agency:** |  | | | **Topic**: |  |
| **Month:** |  | **Year**: |  | **Cycle** #: |  |
| **Complete this section once per topic/ it will stay the same for multiple PDSA cycles** | | | | | | |
| **What are we trying to accomplish? (OVERALL *SMART* AIM/ LONG TERM GOAL)** | | | | | | |
|  | | | | | | |
| **Reason for the effort? (What is your agency justification for this CQI topic?)** | | | | | | |
|  | | | | | | |
| **How will we know that a change is an improvement?** | | | | | | |
|  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PLAN** | | | |
| **What type of PDSA cycle is this?** | | | |
|  | **A continuation of the prior cycle submitted (i.e. added study and act)** | | |
|  | **A new test of change** | | |
|  | **Collecting Data (Learn)** | | |
|  | **Implementing a change** | | |
| **Question to be answered for this PDSA cycle** | | | |
|  | | | |
| **What changes will be tested out to achieve the goals and objectives of the current CQI project? If your changes need further input and development, describe how you will accomplish that.** | | | |
|  | | | |
| **Describe the test in detail** | | | |
|  | | |
|
|
|
| **Tasks or tools required to set up:** | |  |
| **Plan for collection of data** | | |
|  | | |
|
|
|
| **Predictions** | | |
| **If we: Predict what will happen when the test is carried out | Will it result in: Specify the measures to determine if prediction succeeds** | | |
|  | | |

|  |  |
| --- | --- |
| **DO** | |
| **Carry out the plan; document problems and unexpected observations; collect data and begin analysis** | |
|  | |
| January |  |
| February |  |
| March |  |
| April |  |
| May |  |
| June |  |
| July |  |
| August |  |
| September |  |
| October |  |
| November |  |
| December |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDY** | | | | | |
| **What did the data tell you? What surprised you?** | | | | | |
| **Do the results of the cycle agree with predictions made in the planning phase?** | **Yes**: |  | **No**: |  |  |
| **Does the data help answer the question(s) posed in the plan?** | **Yes**: |  | **No**: |  |  |
|  | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACT** | | | | | | | | |
| **What changes are to be made to the process (decisions made/action(s) to take)?** | | | | | | | | |
| **Implemented as is (adopt):** | |  | | **Modify (adapt):** | |  |  | |
| **Drop (abandon):** | |  | | **Increase in scope (expand):** | |  |  | |
|  | | | | | | | | |
| **Did you meet your SMART AIM(S)? What is your progress on attainment for your SMART AIM(S)?** | | | | | | | | |
|  | | | | | | | | |
| **What successful innovations, tested during the course of your project, could be shared with other grantees?** | | | | | | | | |
|  | | | | | | | | |
| **What lessons learned could/would you apply to your future CQI plans?** | | | | | | | | |
|  | | | | | | | | |
| **OBJECTIVE OF NEXT PDSA CYCLE**  **Based on your decision to adapt, adopt, or abandon, what do you need to do to prepare for your next change strategy?** | | | | | | | | |
| **Collect Data (Learn):** |  | | **Develop a new change:** | |  | | **Modify previous change:** |  |
| **Test a change:** |  | | **Implement a change:** | |  | | **END TOPIC (Complete End of Topic Form):** |  |
|  | | | | | | | | |
| **CQI Topic Summary Report**  ***To be completed at the end of chosen topic*** | | | | | | | | |
| Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Where We Started (Background Information) & Major Tests of Change Completed**  *(Label tests accordingly)* | | | | | | | | |
| **WHAT:** | | | | | | | | |
| **WHO (POPULATION):** | | | | | | | | |
| **WHEN:** | | | | | | | | |
| **PREDICTIONS:** | | | | | | | | |
| **DATA RESULTS:** | | | | | | | | |
| **RESULTS:** | | | | | | | | |
| **BENEFITS & CHALLENGES:** | | | | | | | | |
| **ATTAINMENT:** | | | | | | | | |