

The QI Committee Work Plan is the system for tracking risks and development, implementation, and progress of QI across committees/boards/ workgroups consistently. In addition, the QI Committee Work Plan will assist the committee in completing its annual committee performance evaluation and committee report.

QI Committee instructions are found in the table, listed directly under each column header. Each QI subcommittee is responsible to review this work plan at least quarterly, before the QIC meeting. QI

Subcommittee to which this tool applies: CMSC, RMC, IPA Workgroups, IMC.
 Persons Responsible for Completion of this Document: QICM Coordinator or designee
 Timeline for completion: the QI subcommittee meeting schedule
 Document Location in Teams: [redacted]
 Owner of the Document: Balonce Leubach



Committee	Date Met During or After	Surveillance Data Element(s) Reviewed	Additional Committee Charter Requirements	Ideas for Proposed QI	Proposed QI	QIC Action: Approved/Disapproved	Data Requests	Data Requests Follow-Up	Response to QIR Recommendations	Response to Other Recommendations	Other	QIC Presentations (PMA, report, etc.)	Comments
	List meetings date or which dates were discussed	Describe the data being reviewed (include pertinent details: board name, time period, etc.) Indicate what patterns or trends are noteworthy, which require attention and what actions the subcommittee is taking as a result of the review and analysis of data. If surveillance data is not reviewed, specify when that occurred.	Describe what work the committee performs such as data collection, and review/analysis of metrics, and what actions that data informs committee in taking action, and so on. Be specific as to what actions were taken as a result of the review. Joint findings requiring attention should be noted as well. This column can be tailored to meet the specific charter requirements and should include all charter requirements.	Report what data element(s) (surveillance) for which the subcommittee is conducting an approved QI. Provide enough detail that the subcommittee can act to address whether this would increase a number of QI or other quality improvement measures should be implemented. This lists the subcommittee that use what approved QIs have been proposed. These items should be incorporated into the QI RISK REGISTER.	List the proposed QI. This entry becomes important for tracking proposed QIs that are disapproved by the QIC.	The QIC action must be noted for proposed QIs disapproved by the QIC can be modified and presented again. Information on approved QIs can be found on the Approved QI Progress Tracking tab.	List any requests for additional data from the RICS (be specific as to which RICS) List any follow-up questions from the RICS as well. If there are no data requests, list NA.	List the subcommittee's response to the data request(s) and answer to any questions posed. Identify if data request cannot be fulfilled and why. Identify if data request is determined to be unworkable. This information responses to data requests and answers to questions is shared with the RICS. The RICS will report to the QIC on unfulfilled data requests and any data determined to be unworkable. Once the data request has been fulfilled, include some copy of data(s) including date.	Describe the committee's actions in response to recommendations from the QIR unless if there are no QIR recommendations, list NA.	Describe the committee's actions in response to recommendations from the QIR unless if there are no other recommendations that have been before the committee, list NA.	Describe any other work the committee does that is not captured in any of the columns listed in the work plan. Include references for the work, supporting data or significant identification of challenges/barriers and resolution to challenges/barriers.	Briefly describe the committee's review and preparation of their report to the QIC. If not reviewed, list NA.	Provide additional comments as needed to further support the preceding columns. Other pertinent information should be included if it impacts the work of the committee. If data trends suggest a proposed new PMA, list that information here.

The QI Committees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIs across committees/councils/ workgroups consistently. In addition, the QI Committees Work Plan will assist the committee in completing its annual committee performance evaluation and committee report.

Column instructions are found in the table foot directly under each column header.

QIC Subcommittees to which this tool applies: RCI
 Persons Responsible for Completion of This Document: QI/QM Coordinator or Designee
 Timeline for completion: Quarterly
 Document Location: in Teams
 Owner of the Document: Rebecca Laubach

Committee	Data Met During QI <i>List meeting date</i>	Data and Reports Reviewed <i>Describe the data reviewed - report name, type of data, presented by region (if available)</i>	Analysis <i>Describe the summary of the RCI's analysis relative to pattern, trend or gap</i>	Data Requests <i>List any requests for additional data for the subcommittee or QIC(s). List any follow-up questions for the subcommittee.</i>	Data Requests Follow-Up <i>List the subcommittee's response to the data request and answer to any questions posed. Identify any data request that remain unfulfilled and the reason provided. Identify if data request is determined to be unresolvable. Unfulfilled data requests and data determined to be unresolvable will be presented to the QIC during the RCI presentation.</i>	Monitoring of Approved, Implemented QIs <i>List the subcommittee's QI and the information provided to allow for regional monitoring of the QI. Include any challenges or barriers the RCI identifies and the subsequent action the RCI took as a result.</i>	RCI Proposed QI <i>Using the QI PDSA Workbook, list the proposed QI the RCI has agreed upon.</i>	QIC Action per RCI Proposed QI Approval/Disapproval <i>List the QIC action and date of action. If QI is disapproved by the QIC, it can be modified and presented again. Identify which subcommittee will implement the approved QI.</i>	QIC Presentations (PML report, etc.) <i>Briefly describe the committee review and preparation of their report to the QIC. If not reviewed, list NA.</i>	Comments <i>Provide additional comments as needed to further support the preceding columns. Other pertinent information should be included if it impacts the work of the committee.</i>
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QM Plan Part III Annual Report and Evaluation outlines the statewide recommendations for the QM system to implement. These are provided to the subcommittees as indicated and listed within each subcommittee's QI Committees Work Plan. For subcommittees that produce annual reports or semi-annual reports, their recommendations will also be incorporated into the applicable subcommittee's QI Committees Work Plan. For the KPA Workgroups (who do not produce any reports), subcommittee work are tasks identified through review of materials/reports presented during meetings. Recommendations from other external investigative reports can be included here as well, if the committee chooses. Materials such as review of safety alerts, guidance documents, newsletters, and so on should be included in this tab. Each QI subcommittee is responsible to review this work plan at least quarterly.

QIC Subcommittees to which this tool applies: CMSC, RMRC, KPA Workgroups, MRC, RQCS
 Persons Responsible for Completion of This Document: QI/QM Coordinator or designee
 Timeline for completion: Per QI subcommittee meeting schedule
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Statewide or Subcommittee Work <i>List whether the information in this row relates to statewide work or a subcommittee work</i>	Identified Work (Recommendation, Chosen) <i>List the identified work item</i>	Identified Actions <i>List the actions the subcommittee is performing to address the identified work item.</i>	Identify Resources Needed and Used <i>Describe the resources needed to complete the previous two columns. List the resources actually used in meeting the recommendation or completing the actions. As review cycles occur, describe any resource challenges experienced and what was done to resolve them. Include dates as applicable.</i>	Review Date <i>List each date the work items are reviewed</i>	Comments <i>Describe relevant information related to each review date</i>	Anticipated Date of Completion	Date Completed	Final Comments <i>Include any final comments related to the accomplishment/finalization of the work item or barriers that kept the work item from being completed</i>
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