

The QIC Subcommittees Work Plan is the system for tracking PRA and development, implementation, and progress of QIC across subcommittee/branch/ workgroup consistently. In addition, the QIC Subcommittees Work Plan will assist the subcommittee in comparing its annual subcommittee performance measures and subcommittee goals.

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

QIC Subcommittees to which this tool applies: CHIC, RHC, RFA Workgroup, MAC.

Person Responsible for Completion of This Document: QICM Coordinator or designee
 Timeline for completion: For QIC subcommittee meeting schedule with the original QIC Subcommittees Work Plan due to the QIC Coordinator by QIC July 31, 2008
 Document Location: In Teams



Office of Clinical Quality Management

Date Met During QIC	Surveillance Data (Item(s)) Reviewed	Actions in Response to Surveillance Data Review and Analysis	Items for Potential QIC	Proposed QIC	QIC Action Approval/Challenged	Data Requests	Data Requests Follow-Up	Response to QIC Recommendations	Response to Other Recommendations	Other	Comments
<p>and meeting dates which have not occurred</p>	<p>Describe the data being reviewed (include pertinent details about source, time frame, etc.) indicate what pattern or trend you are observing. If surveillance data is not reviewed, specify when the meeting</p>	<p>Describe the subcommittee's response to the data review and analysis. This can include taking a deeper dive into the data, identifying changes, creating additional metrics, engaging programs, other department strategies, developing a PRA or case plan, etc. If the surveillance data analysis comes through QICM review and through to the subcommittee, indicate what will be done</p>	<p>Identify data items raised from surveillance, QIC, etc. List the items the subcommittee is considering as potential QIC and include the data supporting the data. If available, this helps the subcommittee to see what data for potential QIC has been raised. This should be included in the QIC. Items should be included in the QIC. Items should be included in the QIC. Items should be included in the QIC.</p>	<p>List the proposed QIC. This entry becomes important for tracking proposed QIC that are approved by the QIC. Additional items can also be added as needed</p>	<p>The QIC subcommittee must be notified per proposed QIC. QIC approval by the QIC can be modified and approved again. Information on approved QIC can be found on the Approved QIC Progress Tracking file</p>	<p>List any requests for additional data from the QIC (for specific) being which QIC. List any follow-up questions or recommendations from the QIC as well. If there are any data requests list them. Include date raised.</p>	<p>List the subcommittee's response to the data requests and answer to any questions posed. Identify if data request cannot be fulfilled and why. Identify if data request is determined to be unfeasible. The appropriate response to data requests and answer to questions should be included with the QIC. The QIC will report to the QIC on fulfilled data requests and any data determined to be unfeasible. Once the data requests have been fulfilled, indicate some type of closure including date</p>	<p>Describe the subcommittee's actions in response to recommendations from the QIC. Include if there are no QIC recommendations, list them</p>	<p>Describe the subcommittee's response to recommendations from other reports such as those in the Integrated Review Report, QIC Report, etc. If there are no other recommendations that have come before the subcommittee, list them</p>	<p>Describe any other work the subcommittee does that is not captured in any of the columns listed in this work plan. Include relevant for the work, regarding data or statistics, identification of challenges/barriers and resolution to challenges/barriers. This can include the requests from other subcommittees and the resulting recommendations</p>	<p>Provide additional comments as needed to further support the preceding columns. Other pertinent information should be included if it impacts the work of the subcommittee. If data trends support a proposed new PRA, list that information here</p>

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

Column instructions are found in the italic font directly under each column header. Each QIC subcommittee is responsible to review this work plan at least quarterly, before the QIC meeting. If PMI is performing below target, comments must include what efforts will occur to raise performance. Subsequent monitorings must then indicate the effectiveness of these efforts. If data is not available at the time of review, the reason must be listed under comments. Per KPA Documentation, DDV has established a data review and submission schedule as follows: Q1 (July 1-Sept 30) – January of next year; Q2 (Oct 1-Dec 31) – April of next year; Q3 (Jan 1-Mar 31) – July of same year; Q4 (April 1-June 30) – October of same year

QIC Subcommittees to which this tool applies: CMSC, RMRC, KPA Workgroups, MRC

Persons Responsible for Completion of This Document: QI/QM Coordinator or designee

Timeline for completion: Quarterly with the **completed SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2023**

Document Location: In Teams

Owner of the Document: Rebecca Laubach

The PMI data contained below is not the primary or official source of PMI data. This data is used in conjunction with subcommittee activities found within this spreadsheet. The spreadsheet is designed for tracking and monitoring of status and interventions.

PMI <i>List the QIC Approved PMI</i>	PMI Target <i>(% and/or #) List PMI target</i>	List Data Source <i>Per KPA Documentation form (Measure Development form)</i>	List Data Reporting Period <i>(Q, Semi-Annual, Yearly, note if FY or calendar year)</i>	Date of Review	Results	Comments <i>If data is not available, provide rationale and any actions underway to address the issue.</i>	Date of Review	Results	Comments	Date of Review	Results	Comments <i>If data is not available, provide rationale and any actions underway to address the issue.</i>	Date of Review	Results	Comments <i>If data is not available, provide rationale and any actions underway to address the issue.</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 QIC Subcommittees Work Plan. For subcommittees that produce annual reports or semi-annual reports, their recommendations will also be incorporated into the applicable subcommittee's QIC Subcommittees 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 subcommittee chooses. Materials such as review of safety alerts, guidance documents, newsletters, and so on should be included in this tab. Each QIC 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 with the **completed SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2023**

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Identified Work <i>List the identified work item and the related issue that triggered the work.</i>	Identified Actions <i>List the actions the subcommittee is performing to address the identified work item.</i>	Identify Resources Needed <i>Describe the resources needed to complete the previous two columns.</i>	Identify Resources Used <i>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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