

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 completing its annual subcommittee performance evaluation and subcommittee report.

Column instructions are listed 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, RHC, RHC Workgroup, MAC

Person Responsible for Completion of This Document: QIC/CM Coordinator or designee

Timeline for completion: For QIC subcommittee meeting schedule with corresponding QIC QIC Subcommittees Work Plan due to the QIC Coordinator by QIC July 31, 2008

Document Location: In Teams
 Office of the Secretary, Belmont Island



<p>Date Met During QIC</p> <p>and meeting dates which have not occurred</p>	<p>Surveillance Data (Items) Reviewed</p> <p>Describe the data being reviewed (include pertinent details report name, time frame, etc.) indicate what patterns or trends are concerning if surveillance data is not reviewed, specify dates for review</p>	<p>Actions in Response to Surveillance Data Review and Analysis</p> <p>Describe the subcommittee's response to the data review and analysis. This can include taking a design data class or data, identifying changes, creating patient notices, updating programs, other improvement strategies, developing a PRA or case processing a QIC. If the surveillance data analysis comes through QIC/CM process and through to the subcommittee, indicate whether or not.</p>	<p>Items for Potential QICs</p> <p>Identify areas addressed through PRA, surveillance, QIC, etc. that the data or the subcommittee's investigation or assessment and include the data supporting the data, if available. This helps the subcommittee to be early when the potential QICs have been raised. This subject should be incorporated into the QIC Toolkit as the subcommittee is discussing potential QICs.</p>	<p>Proposed QIC</p> <p>List the proposed QIC. This entry becomes important for tracking proposed QIC that are approved by the QIC. Additional notes can also be added as needed.</p>	<p>QIC Action Approval/Challenges</p> <p>The QIC subcommittee is responsible for proposed QICs. The QIC subcommittee will be notified and approved QICs are forwarded to the QIC/CM Coordinator for approval. Information on approved QICs can be found on the Approved QIC Progress Tracking list.</p>	<p>Data Requests</p> <p>List any requests for additional data from the QIC/CM Coordinator. Being which QICs, and any follow-up questions or recommendations from the QIC/CM Coordinator. If there are any data requests list MA, include date received.</p>	<p>Data Requests Follow-Up</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 returned to be completed. The appropriate response to data requests and answer to questions should be with the QIC. The QIC will report to the QIC on fulfilled data requests and any data determined to be unavailable. Once the data requests have been fulfilled, indicate some type of closure including date.</p>	<p>Response to QIC Recommendations</p> <p>Describe the subcommittee's actions in response to recommendations from the QIC/CM Coordinator. If there are no QIC recommendations, list MA.</p>	<p>Response to Other Recommendations</p> <p>Describe the subcommittee's response to recommendations from other reports such as those in the Independent Review Report, QIC Report, etc. If there are no other recommendations that have come before the subcommittee, list MA.</p>	<p>Other</p> <p>Describe any other work the subcommittee does that is not captured in any of the columns listed in this work plan. Include responses for the work, regarding data or statistics, identification of challenges/areas that are not included in challenges/areas. This can include the requests from other subcommittees and the results responses.</p>	<p>Comments</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 able to include support of a proposed new PRA, list PRA information here.</p>
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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, DQV 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 **SPY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2024**

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 SPY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2024**

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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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