

The QIC Subcommittees Work Plan is the system for tracking PMS and development, implementation, and progress of QIs across subcommittee/council/ 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 title font 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: CMSIC, IMRC, KPA Workgroups, MRC

Persons Responsible for Completion of This Document: QIC/DM Coordinator or designee

Timeline for completion: the QI subcommittee meeting schedule with the completed QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2024

Document Location: In Teams

Owner of the Document: Rebecca Leubach



<p>Data Not Being BY? List every date in which their were discussed</p>	<p>Surveillance Data Element(s) Reviewed Describe the data being reviewed include pertinent details. Input name, time frame, etc. Indicate what pattern or trends are noteworthy if surveillance data is not reviewed, simply state "not reviewed".</p>	<p>Actions in Response to Surveillance Data Review and Analysis Describe the subcommittee's response to the data review and analysis. This can include taking it deeper into the data, further research, testing, protocol revision, redesigning strategies, other improvement strategies, developing a PMS or even jumping to QI if the surveillance data analysis comes through QICM review and brought to the subcommittee's attention, please include as such.</p>	<p>Ideas for Potential QIs Based on data review (PMS, surveillance, QIR, etc.) list the ideas the subcommittee is considering as potential QIs and include the date proposing the idea, if available. The helps the subcommittee to see what ideas for potential QIs have been noted. This column should be incorporated into the QI Toolkit on the subcommittee is discussing potential QIs.</p>	<p>Proposed QI List the proposed QI. This entry becomes important for tracking proposed QIs that are disapproved by the QIC. Additional details can also be noted as needed.</p>	<p>QIC Action: Approval/Disapproval The QIC (the next QIC meeting) proposed QI. 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.</p>	<p>Approved QI Update Provide a summary of the updates for each subcommittee approved QI discussed during the subcommittee meeting. The summary update should include "Where Are You in Your Plan?", "Where are you in your QI?", "How Are You Studying?" and "Lessons Learned: How You Will Act Next?" A reference to to the associated updated QI PMS should be included.</p>	<p>List the Outreach, Education, or Training provided as part of each approved QI initiative List the date and describe what outreach, education or training that has been discussed to the QI. This will show the effectiveness of the outreach, education or training.</p>	<p>Data Requests List any requests for additional data from the RDCs (the specific listing which RDC). List any follow-up questions or recommendations from the RDCs as well. If there are no data requests, list NA. Include date received.</p>	<p>Data Requests Follow-Up 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 unachievable. This information (responses to data requests and answers to questions) is shared with the RDC. The RDC will report to the QIC on fulfilled data requests and any data determined to be unachievable. Once the data request has been fulfilled, indicate some type of closure including date.</p>	<p>Response to QIR Recommendations Describe the subcommittee's response to recommendations from the QIR vendor. If there are no QIR recommendations, list NA.</p>	<p>Response to Other Recommendations Describe the subcommittee's action in response to recommendations found in other reports such as those in the Independent Review Report, CIGI Report, etc. If there are no other recommendations that have come before the subcommittee, list NA.</p>	<p>Other Describe any other work the subcommittee does that is not captured in any of the columns listed in this work plan. Include rationale for the work, supporting data as applicable, identification of challenges/barriers, and resolution to challenges/barriers. This can include any requests from other subcommittees and the resulting implementation.</p>	<p>Comments Provide additional comments as needed to further support the preceding columns. Other pertinent information should be included if impact to the work of the subcommittee. If data trends, support a proposed PMS, list the 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 SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2024**

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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 (% and/or #) <i>List PMI target</i>	List Data Source <small>Per KPA Documentation form (Measure Development form)</small>	List Data Reporting Period (Q, Semi-Annual, Yearly, note if FY or calendar year)	Date of Review	Results	Comments <small>If data is not available, provide rationale and any actions underway to address the issue.</small>	Date of Review	Results	Comments	Date of Review	Results	Comments <small>If data is not available, provide rationale and any actions underway to address the issue.</small>	Date of Review	Results	Comments <small>If data is not available, provide rationale and any actions underway to address the issue.</small>
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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, 2024**

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<p>Identified Work <i>List the identified work item and the related issue that triggered the work.</i></p>	<p>Identified Actions <i>List the actions the subcommittee is performing to address the identified work item.</i></p>	<p>Identify Resources Needed <i>Describe the resources needed to complete the previous two columns.</i></p>	<p>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></p>	<p>Review Date <i>List each date the work items are reviewed</i></p>	<p>Comments <i>Describe relevant information related to each review date</i></p>	<p>Anticipated Date of Completion</p>	<p>Date Completed</p>	<p>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></p>
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