

Tab Name	Tab Name Instructions
<p>Subcommittee Requirements</p>	<p>The QIC Subcommittees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIIs 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.</p> <p>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.</p> <p>QIC Subcommittees to which this tab applies: CMSC, RMRC, KPA Workgroups, MRC Persons responsible for completion of this tab: QJ/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, 2025 Document Location: in Teams Owner of the Document: Rebecca Laubach</p>
<p>RQC Requirements and Monitoring</p>	<p>The QIC Subcommittees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIIs 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.</p> <p>Column instructions are found in the italic font directly under each column header.</p> <p>QIC Subcommittees to which this tab applies: RQCs Persons responsible for completion of this tab: QI Specialist Timeline for completion: Quarterly with the completed SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2025 Document Location: in Teams Owner of the Document: Rebecca Laubach</p>
<p>PMI Monitoring</p>	<p>The QIC Subcommittees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIIs 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.</p> <p>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.</p> <p>QIC Subcommittees to which this tab applies: CMSC, RMRC, KPA Workgroups, MRC Persons responsible for completion of this tab: QJ/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, 2025 Document Location: in Teams Owner of the Document: Rebecca Laubach</p> <div data-bbox="842 1032 1463 1101" style="border: 1px solid black; padding: 5px; color: red; text-align: center;"> <p>The PMI data contained on this tab 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.</p> </div>
<p>To Do</p>	<p>The QIC Subcommittees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIIs 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.</p> <p>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.</p> <p>QIC Subcommittees to which this tab applies: CMSC, RMRC, KPA Workgroups, MRC, RQCs Persons responsible for completion of this tab: QJ/QM Coordinator, QI Specialist, 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, 2025 Document Location: in Teams Owner of the Document: Rebecca Laubach</p>



Virginia Department of Behavioral Health and Developmental Services

Date Met During QIP
List meeting date in which these were discussed

Surveillance Data Element(s) Reviewed
Describe the data being reviewed include pertinent details (report name, time frame, etc.); indicate what patterns or trends are noteworthy. If surveillance data is not reviewed, simply state "not reviewed".

Actions in Response to Surveillance Data Review and Analysis
Describe the subcommittee's response to the data review and analysis. This can include talking a deeper dive into the data, providing support, training, protocol revision, mitigating strategies, other improvement strategies, developing a PM, or even proposing a QI. If the surveillance data analysis comes through QCOM review and brought to the subcommittee's attention, please indicate as such.

Ideas for Potential QIs
Based upon data review (PMT, surveillance, QDR, etc.), list and indicate the data preventing the idea. If available, the help the subcommittee to see what ideas for potential QIs have been noted. This subcommittee should be incorporated into the QI Toolkit as the subcommittee is discussing potential QIs.

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.

QIC Action- Approval/Disapproval
The QIC action must be noted per 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.

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 the associated updated QI PMSA should be included.

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 done related to the QI. This will show the effectiveness of the outreach, education or training.

Data Requests
List any requests for additional data from the RQCS (be specific in listing which RQCS) List any follow-up questions or recommendations from the RQCS as well. If there are no data requests, list NA. Include date received.


Data Requests Follow-Up
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 unavailable. This information (responses to data requests and answers to questions) is shared with the RQCS. The RQCS will report to the QIC on unfulfilled data requests and any data determined to be unavailable. Once the data request has been fulfilled, indicate some type of closure including date.

Response to QDR Recommendations
Describe the subcommittee's actions in response to recommendations from the QDR vendor. If there are no QDR recommendations, list NA.

Response to Other Recommendations
Describe the subcommittee's actions in response to recommendations found in other reports such as those in the Independent Review Report, OIG Report, etc. If there are no other recommendations that have come before the subcommittee, list NA.

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 response/action.

Comments
Provide additional comments or 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 PM, list that information here.

 Committee	Date Met During QIC List meeting date	Data and Reports Reviewed Describe the data reviewed - list subcommittee, type of data (PMI, surveillance, CM, employment, etc.), regional breakdown available and reported.	Provider Reporting Measures CMSC has 4 (2 PMIs under HSW, 2 PMIs under CI), RMMC has 1+7 surveillance measures under HSW. 6M Workgroup has 1 in HSW and 2 in CI. List subcommittee and whether there is input for the QIC to consider.	Analysis Describe the summary of the RDC's analysis relative to patterns, trends or gaps, or more information needed?	Data Requests/Recommendations to Subcommittees List any requests/recommendations for additional data for the subcommittee (be specific). List any follow-up questions for the subcommittee.	Data Requests/Recommendations to Subcommittees Follow-Up List the subcommittee's response to the data request/recommendation 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 unavailable. Unfulfilled data requests and data determined to be unavailable will be presented to the QIC during the RDC presentation.	Subcommittee Data Request Close Date List the date the RDC determines it has the information needed to close out the request.	Recommendations for the QIC (by RDC consensus) These are identified areas for systemic improvement based upon the review and analysis of data presented to the RDC.	RDC Ideas for QIs List ideas (include the data prompting the idea, if available) that are generated through discussion that the RDC can further explore via QI "tools" as potential QIs. These ideas can also be prioritized based upon discussion regarding DBHDS' stated priorities.	RDC Proposed QI Using the QI Toolkit, list the proposed QI the RDC has agreed upon.	QIC Action per RDC Proposed QI: Approval/Disapproval 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 (if it is assigned other than to the RDC. If assigned to the RDC, the Approved QI Progress Tracking tab must be completed.	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 Data?", "How Are You Studying?" and "Lessons Learned: How You Will Act Next?" if relevant to the associated updated QI. PDSA should be included.	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 done related to the QI. This will show the effectiveness of the outreach, education or training.	Comments 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.
RQC 1														
RQC 2														
RQC 3														
RQC 4														
RQC 5														

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 List the QIC Approved PMI	PMI Target (% and/or #) List PMI target	List Data Source Per Section V of Process Document	List Data Reporting Period (Q, Semi-Annual, Yearly, note if FY or calendar year)	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>
---	---	--	---	-----------------------	----------------	--	-----------------------	----------------	-----------------	-----------------------	----------------	--	-----------------------	----------------	--



Identified Work

List the identified work item and the related issue that triggered the work.

Identified Actions

List the actions the subcommittee is performing to address the identified work item.

Identify Resources Needed

Describe the resources needed to complete the previous two columns.

Identify Resources Used

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.

Review Date

List each date the work items are reviewed

Comments

Describe relevant information related to each review date

Anticipated Date of Completion

Date Completed

Final Comments

Include any final comments related to the accomplishment/finalization of the work item or barriers that kept the work item from being completed
