


Tab Name	Tab Name Instructions
Subcommittee Requirements	<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</p> <p>Persons responsible for completion of this tab: QI Implementation Manager, Director, QI Analytics and Processes, MRO Program Coordinator, or designee</p> <p>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, 2026</p> <p>Document Location: in Teams</p> <p>Owner of the Document: Rebecca Laubach</p>
RQC Requirements and Monitoring	<p>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</p> <p>Persons responsible for completion of this tab: QI Specialist</p> <p>Timeline for completion: Quarterly with the completed SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2026</p> <p>Document Location: in Teams</p> <p>Owner of the Document: Rebecca Laubach</p>
PMI Monitoring	<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</p> <p>Persons responsible for completion of this tab: QI/QM Coordinator, MRO Program Coordinator, or designee</p> <p>Timeline for completion: Quarterly with the completed SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2026</p> <p>Document Location: in Teams</p> <p>Owner of the Document: Rebecca Laubach</p> <div data-bbox="835 1015 1446 1084" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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>
To Do	<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. Ongoing work of the subcommittee not identified on the Requirements tab, shall be included here. This can include review of safety alerts, guidance documents and so on. Each subcommittee should utilize this tab to capture work that the subcommittee elects to engage in such as root cause analysis, improvement strategies, or informal quality improvement initiatives. 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</p> <p>Persons responsible for completion of this tab: QI/QM Coordinator, QI Specialist, or designee</p> <p>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, 2026</p> <p>Document Location: in Teams</p> <p>Owner of the Document: Rebecca Laubach</p>



DBHDS
 Division of Behavioral Health
 and Developmental Services

Data Meeting #99
 List meeting date in which these
 were discussed

<p>Surveillance Data Element(s) Reviewed</p> <p>Describe the data being reviewed include pertinent details. Report name, date 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</p> <p>Describe the subcommittee's response to the data review and analysis. The cell include talking a deeper dive into the data, provide strategic training, conduct reviews, investigate strategies, other important strategies, development of PM or other ongoing or QI. If the surveillance data analysis comes through CQIM review and brought to the subcommittee's attention, please indicate as such.</p>	<p>Ideas for Potential QIs</p> <p>Based upon data review (PMA, surveillance, CSR, etc.) list the ideas the subcommittee is considering as potential QIs and include the date providing the idea, if available. This helps the subcommittee to see what ideas for potential QIs have been noted. This column should be completed only the QI Toolkit as the subcommittee is discussing potential QIs.</p>	<p>Proposed QI</p> <p>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</p> <p>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.</p>	<p>Approved QI Updates</p> <p>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 the "Studying?" and "Lessons Learned: How You Will Act Next?" A reference to the associated updated QI PDSA should be included.</p>	<p>List the Outreach, Education, or Training provided as part of each approved QI Initiative</p> <p>List the date and describe which outreach, education or training that has been done related to the QI. This will show the effectiveness of the outreach, education or training.</p>	<p>Data Requests</p> <p>List any requests for additional data from the RDCs (be specific in listing which RDC) in 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</p> <p>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 unavailable. This information (response to data requests and answers to questions) is shared with the QIC. The RDC will report to the QIC on whether data requests and any data determined to be unavailable. Once the data request has been fulfilled, indicate some type of closure including date.</p>	<p>Response to CSR Recommendations</p> <p>Describe the subcommittee's actions in response to recommendations from the CSR writer. If there are no CSR recommendations, list NA.</p>	<p>Response to Other Recommendations</p> <p>Describe the subcommittee's actions in response to recommendations found in other reports such as those in the Independent Review Report, CSQ Report, etc. If there are no other recommendations that have come before the subcommittee, list NA.</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 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.</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 data trends support a proposed new PMA, list that information here.</p>
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 Committee	Date Met During QIC <i>List meeting date</i>	Data and Reports Reviewed <i>Describe the data reviewed - list subcommittee, type of data (PH, surveillance, CM, employment, etc.), regional breakdown available and report</i>	Provider Reporting Measures <i>CMSC has 4 (2 PHs under HS W, 2 PHs under CO). BANC has 27 surveillance measures under QIC. RFA Workgroup has 2 in QIC and 2 in CA. List subcommittee and whether there is input for the QIC to consider.</i>	Analysis <i>Describe the summary of the ROC's analysis relative to pattern, trends or gaps in more information needed?</i>	Data Requests/Recommendations to Subcommittee <i>List any requests/recommendations for additional data for the subcommittee (be specific). List any follow-up questions for the subcommittee.</i>	Data Requests/Recommendations to Subcommittees Follow-Up <i>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 unworkable. Unfulfilled data requests and data determined to be unworkable will be presented to the QIC during the ROC presentation.</i>	Subcommittee Data Request Close Date <i>List the date the ROC determines it has the information needed to close out the request.</i>	Recommendations for the QIC (by ROC consensus) <i>These are identified areas for systemic improvement based upon the review and analysis of data presented to the ROC.</i>	RQC Ideas for QIs <i>List ideas (include the data prompting the idea, if available) that are generated through discussion that the ROC can further explore as QI Toolkit or potential QIs. These ideas can also be generated based upon discussion regarding DBHDS' stated priorities.</i>	RQC Proposed QI <i>Using the QI Toolkit, list the proposed QI the ROC has agreed upon.</i>	QIC Action per RQC Proposed QI: Approved/Disapproved <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 (if it is assigned rather than to the ROC. If assigned to the ROC, the Approved QI Program Tracking tool must be completed.</i>	Approved QI Update <i>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 PSA should be included.</i>	List the Outreach, Education, or Training provided as part of each approved QI initiative <i>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.</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 subcommittee.</i>	
RQC 1															
RQC 2															
RQC 3															
RQC 4															
RQC 5															

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PMI <i>List the QIC Approved PMI</i>	PMI Target (% and/or #) <i>List PMI target</i>	List Data Source <small>Per Section V of Process Document</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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Date
List date work item is identified

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

