

QAPI Plan Outline

This worksheet was designed to work in conjunction with the [Quick Start QAPI Guide](#). It will help you summarize the QAPI progress you have achieved and create an outline for writing your QAPI plan.

1. QAPI Goal(s)

Specific, measurable, actionable, time-focused goals your QAPI plan will strive to meet (unrelated to PIP goals)
Ex: To achieve measurable improvements in health outcomes

Good Needs Work Complete Date Comments

2. Scope

Types of care and services affected by QAPI that impact quality of life, patient choice, clinical care and care coordination
Ex: All service lines and departments use data to make decisions that drive improvements.

Good Needs Work Complete Date Comments

3. Guidelines for Governance and Leadership

The culture to support QAPI efforts created by governing body and leadership
Ex: We established a culture in which staff and caregivers are held accountable for their performance, not punished for errors.

Good Needs Work Complete Date Comments

4. Feedback, Data Systems and Monitoring

Systems in place to monitor care processes and services, to incorporate input and review findings against benchmarks

Ex: We use quality indicators, measures and internal reports, as well as staff, patient and family input.

Good Needs Work Complete Date Comments

5. Guidelines for Performance Improvement Project (PIP) Teams

Method of conducting PIPs including identifying, prioritizing, selecting and reporting topic results; designating and characterizing PIP teams and documenting findings

Ex: We consistently use project documentation templates and file them electronically for future reference.

Good Needs Work Complete Date Comments

6. Systematic Analysis and Systemic Action

Use of structured processes for identifying systematic causes of problems; monitoring of interventions for effectiveness and sustainability

Ex: We focus on processes and investigate errors to prevent them from recurring.

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7. Communications

List recipients of QAPI communications to include frequency and format of communications

Ex: The Administrator, Director of Nursing Services and Medical Director receive monthly quality improvement reports and results of PIPs no later than seven days after completion.

Good Needs Work Complete Date Comments

8. Evaluation

Process and purpose for assessing QAPI in the organization on an ongoing basis

Ex: We will use the QAPI self-assessment tool annually or semi-annually to reevaluate our organization's overall QAPI progress.

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9. Establishment of Plan

Date QAPI plan was established and frequency organization will revisit, revise and/or update plan; includes how organization will track revisions or updates

Ex: Our QAPI plan was established March 30, 2023. It will be reviewed and/or revised on or by March 30, 2024. Revisions will be tracked and stored electronically using Microsoft® Access®.

Good Needs Work Complete Date Comments