

The QIC Subcommittees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIs 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.

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.

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: Per QI subcommittee meeting schedule with the completed SFY QIC Subcommittee Work Plan due to the QM Coordinator by COB July 31, 2023

Document Location: In Teams

Owner of the Document: Rebecca Laubach

Date Met During SFY <i>List meeting date in which these were discussed</i>	Surveillance Data Element(s) Reviewed <i>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".</i>	Actions in Response to Surveillance Data Review and Analysis <i>Describe the subcommittee's response to the data review and analysis. This can include taking a deeper dive into the data, identifying changes, forming, protocol reviews, engaging strategies, other improvement strategies, developing a PMI or even proposing a QI. If the surveillance data analysis comes through QICM review and brought to the subcommittee's attention, please indicate as such.</i>	Ideas for Potential QIs <i>Based upon data reviews (PMI, surveillance, QSR, etc.), list the ideas the subcommittee is considering as potential QIs and include the data prompting the idea. If available, this helps the subcommittee to see what ideas for potential QIs have been noted. This column should be incorporated into the QI Toolkit as the subcommittee is discussing potential QIs.</i>	Proposed QI <i>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.</i>	QIC Action: Approval/Disapproval <i>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.</i>	Data Requests <i>List any requests for additional data from the RDCs (be specific in 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.</i>	Data Requests Follow-Up <i>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 unavaiable. This information (responses to data requests and answers to questions) is shared with the RDC. The RDC will report to the QIC on unfulfilled data requests and any data determined to be unavaiable. Once the data request has been fulfilled, indicate some type of closure including date.</i>	Response to QSR Recommendations <i>Describe the subcommittee's actions in response to recommendations from the QSR vendor. If there are no QSR recommendations, list NA.</i>	Response to Other Recommendations <i>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.</i>	Other <i>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.</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. If data trends support a proposed new PMI, list that information here.</i>
---	--	--	--	--	--	--	---	--	--	---	---

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.

Column instructions are found in the italic font directly under each column header.

QIC Subcommittees to which this tool applies: RQCs

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, 2023**

Document Location: in Teams

Owner of the Document: Rebecca Laubach

Committee	Date Met During SFY <i>List meeting date</i>	Data and Reports Reviewed <i>Describe the data reviewed - list subcommittee, type of data (PMI, surveillance, CM, employment, etc.), regional breakdown available and reported.</i>	Provider Reporting Measures <i>CMSC has 4 (2 PMIs under HSW, 2 PMIs under CH). RMRC has 1+7 surveillance measures under HSW; KPA Workgroups has 1 MI HSW and 2 in CH. List subcommittee and whether there is input for the QIC to consider.</i>	Analysis <i>Describe the summary of the RQC's analysis relative to patterns, trends or gaps. Is more information needed?</i>	Data Requests/Recommendations to Subcommittees <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 unavailable. Unfulfilled data requests and data determined to be unavailable will be presented to the QIC during the RQC presentation.</i>	Subcommittee Data Request Close Date <i>List the date the RQC determines it has the information needed to close out the request.</i>	Recommendations for the QIC (by RQC consensus) <i>These are identified areas for systemic improvement based upon the review and analysis of data presented to the RQC.</i>	RQC Ideas for QIIs <i>List ideas (include the data prompting the idea, if available) that are generated through discussion that the RQC can further explore via QI Toolkit on potential QIIs. These ideas can also be prioritized based upon discussion regarding DBHDS' stated priorities.</i>	RQC Proposed QII <i>Using the QI Toolkit, list the proposed QII the RQC has agreed upon.</i>	QIC Action per RQC Proposed QII Approval/Disapproval <i>List the QIC action and date of action. If QII is disapproved by the QIC, it can be modified and presented again. Identify which subcommittee will implement the approved QII if it is assigned other than to the RQC. If assigned to the RQC, the Approved QII Progress Tracking tab must be completed.</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												

The QIC Subcommittees Work Plan is the system for tracking PMIs and development, implementation, and progress of QIs 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.

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, 2023**

Document Location: in Teams

Owner of the Document: Rebecca Laubach

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>
---	--	--	---	---	---	---------------------------------------	-----------------------	---