**Facility Name:**

**Topic/Subject of Project:**

**Name of Person Submitting:**

“Transforming Lives”

**In order to meet the requirement for the CQI project in the SDCP contract,** the projectsubmitted must:

* Focus on an issue related to improving the **quality of care** **or life** for the resident or to **improving satisfaction** with care (resident or family); and,
* Focus on a problem related to a **process or systemic** client care issue and,
* Include the **elements described below** and submit to ALTSA annually by **November 30.**

ALTSA staff will review the summary for the **elements specified below**, using the scoring criteria in the right hand column. To submit, you may either:

Use the actual form (template provided) – which ensures nothing is missed; or, submit in a narrative format – make sure you use, as section headers the specific elements (in caps) below**.**

|  |  |
| --- | --- |
| **Elements** | **TOTAL POTENTIAL POINTS: 34** |
| ***“PLAN”***  **PROBLEM STATEMENT**, which must include the following:   1. **Problem definition and description:** Clear, focused, where possible should include quantifiable numbers. What problem are you trying to solve? WHY did you choose this topic at this point in time? 2. **Objective:** What you intend to do about the problem; a realistic statement on what you are trying to achieve in measurable terms. 3. **Benefits:** What will be the benefit to clients if the objective is met, if the project is successful? | **POTENTIAL POINTS: 5** |
| **CQI PROJECT TEAM**  The team members & team leader for this project are identified   * 1. Team members must include administrator, a licensed RN and three other staff   2. Team leader is identified   3. Topic-appropriate staff included for this specific project | **POTENTIAL POINTS: 3** |
| **CONTRIBUTING or POTENTIAL CAUSES** of the Problem:   1. Identify the CQI **process** you used to help identify potential, contributing causes to the problem 2. Specify the potential causes your team came up with as possibly leading to or contributing to the problem. | **POTENTIAL POINTS: 2** |
| **ROOT or FOCAL CAUSE of Problem**   1. Describe the CQI process you used to narrow down the list of potential causes. Provide the number of meetings, CQI tools, etc. 2. Identify *the root cause or factor* itself on which you decided to focus (for this project period) and explain why you chose this. 3. Explain the relationship between the root/focal cause and the problem. | **POTENTIAL POINTS: 4** |
| **CQI TOOLS** used:   * Identify the specific CQI tools used during the course of the project * This might include, but is not limited to, CQI tools commonly seen in CQI literature, such as:  |  |  | | --- | --- | | * Brainstorming * SIPOC * Data collection * Affinity diagram * Flow chart * Multi-voting | * Fishbone diagram (Cause & Effect) * 5 whys * Judgment model * Cost Justification * Force Field analysis | | **POTENTIAL POINTS: 2** |
| ***“DO”***  **INTERVENTION –** the new or refined actions/steps intended to address problem, must include:   1. What you decided to DO to address the root or focal cause(s) of the problem you identified? 2. Explain how the intervention or actions are relevant to the problem and the root cause. 3. Describe briefly how actions and steps are different from your pre-project practices. Which steps or processes were new to your facility during this project? 4. Briefly identify any **resources** you referred to, or used to guide your work on this project. | **POTENTIAL POINTS: 5** |
| ***“CHECK or STUDY”***  **DATA MEASURES –** used to track or measure progress/change over time   1. Identify the primary measure used to track any impact of the project. There should be measure collected/determined “before” and a measure calculated “after” – these are the same measures at two (or more) periods of time. 2. Identify **timeline** for the project. **A complete timeline includes answers to:**  * When was the primary “before measure” collected/calculated? * When did the defined “intervention” start? * When was the primary “after measure” calculated?  1. Identify any additional measurements or information you plan to use to help you track/measure progress toward the goal of this project. | **POTENTIAL POINTS: 3** |
| **DATA COLLECTION PLAN - PROCESS & TOOLS/FORMS**   1. Forms or tracking instruments used to gather data/information, which might include:  * Tick/Check sheets (attach) * A survey (attach) * A regular report (explain and/or attach) * A project-specific report (attach) * Other (specify and/or attach)  1. Identify staff members responsible for data gathering and compiling. | **POTENTIAL POINTS: 3** |
| **RESULTS/OUTCOME** of the Project:   1. For the primary outcome measure, identify the observed “before” and “after” figures. 2. Explain lessons you learned from the project related to positive and/or negative outcomes. 3. Include any unexpected outcomes or un-measurable impacts e.g., for residents, staff, family members, etc. 4. Explain lessons you learned from the project related to the action steps and/or processes used in this project (i.e., if doing this again, we would…) | **POTENTIAL POINTS: 5** |
| ***“ACT”***  **NEXT STEPS** Given what you learned in this project, describe:   1. If the project intervention (steps taken, change to your practice) is worth continuing or not. 2. If yes, what will you do to formalize it (e.g., integrate into P & P manual; integrate as formal protocol for nursing, etc.).   If not, how will you use what you learned to move into the next phase of your work in this area, in your next project/s or in your service delivery in the future? | **POTENTIAL POINTS: 2** |