

SAMPLE WORKSHEETS FOR PDSA AND CQI

The following sample worksheets are *optional*. They might be used to help in the “Plan” stage of the Plan-Do-Study-Act Cycle.

Logic Model Framework

This form can be used in strategic planning by addressing the desired outcome(s) and the steps required to achieve the outcome(s).

Action Planning: Plan-Do-Study-Act (PDSA) Cycle

This is a blank PDSA Cycle, similar to Figure 2 in the CQI Binder. Use this to help outline your steps as you work through the Plan-Do-Study-Act cycle.

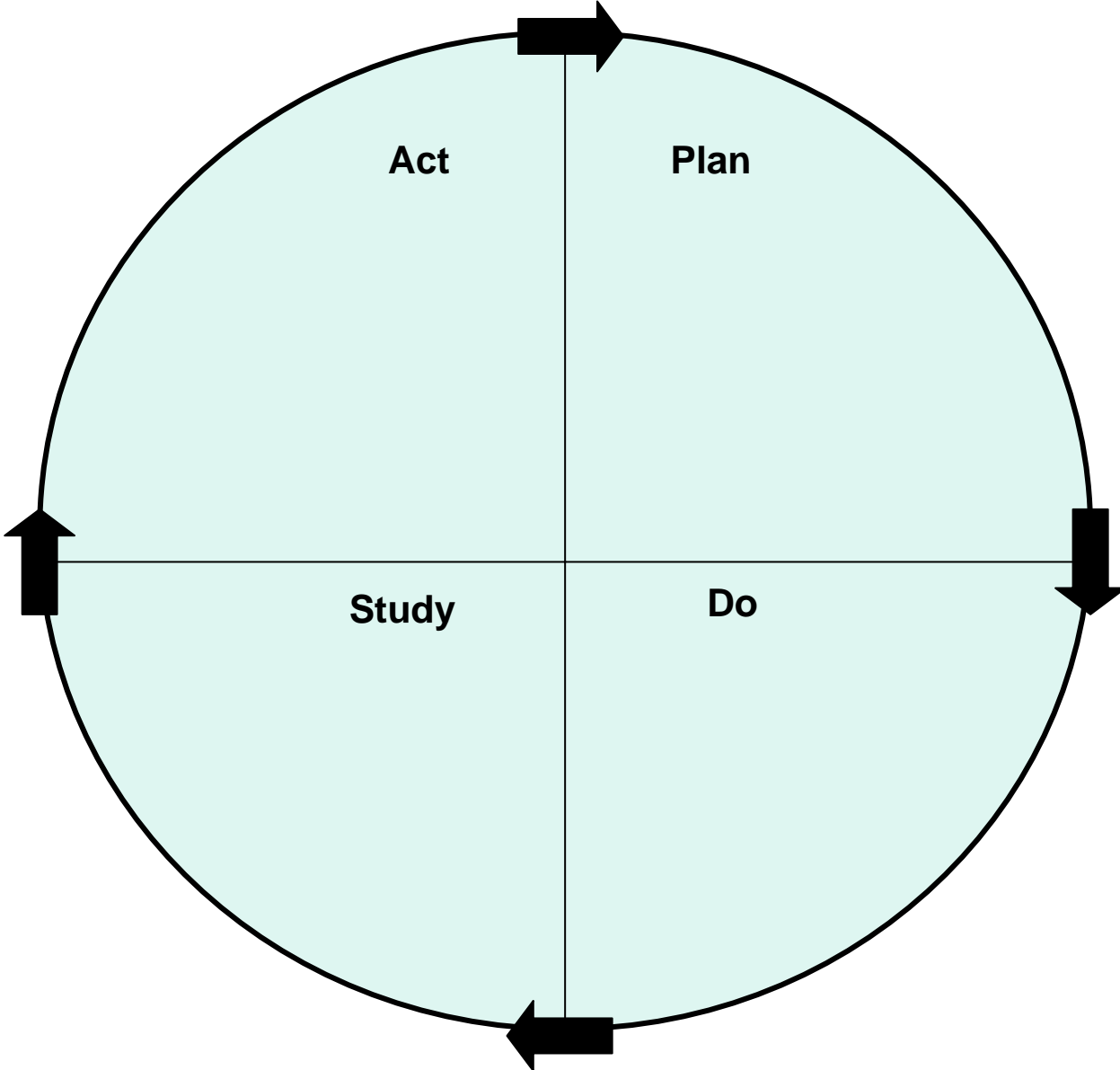
Sample CQI & PDSA Timeline

This sample timeline gives guidance on how a PDSA Cycle might look at your agency. There is no “set” amount of time to spend on CQI or PDSA. This is just one example of how a PDSA Cycle might look.

Appendix A – Sample Worksheets for PDSA and CQI

<p align="center">LOGIC MODEL FRAMEWORK:</p> <p align="center">This form can be used in strategic planning by addressing the desired outcome(s) and the steps required to achieve the outcome(s)</p>					
Resources (Inputs)	Activities	Outputs	Short-Term Outcomes	Intermediate Outcomes	Long-term Outcomes
In order to accomplish the program's activities we will need:	In order to address the problem we will conduct the following:	The program activities will produce these direct results:	The activities will lead to the following changes in 1-3 years:	The activities will lead to the following changes in 4-6 years:	The activities will lead to the following changes in 7-10 years:

ACTION PLANNING: PLAN-DO-STUDY-ACT CYCLE



This is a blank PDSA Cycle, similar to Figure 2 in the CQI Binder. Use this to help outline your steps as you work through the Plan-Do-Study-Act cycle.

SAMPLE CQI & PDSA TIMELINE

This sample timeline gives guidance on how a PDSA Cycle might look at your agency. There is no "set" amount of time to spend on CQI or PDSA. This is just one example of how a PDSA Cycle might look.

CQI Team Meeting #1

- Mini-training on CQI principles, terminology
- Review CQI Team philosophy & expectations

CQI Team Meeting #2

- Analyze recent U/U client data
- Select U/U population

CQI Team Meeting #3

- Introduce PDSA cycles
- Answer 3 guiding questions
 - Select dimension of quality = MPOI's
 - Select key process = Recommended Practices

CQI Team Meeting #4

- PDSA – Plan
- Thoroughly plan your experimental changes
- Who, what, when, where, how, etc.
- Plan for data collection
- Document your plan

CQI Team Meeting #5/6

- PDSA – Do
- Kick off your experimental changes
- Collect data according to your plan
- "Do" duration may be a few days, weeks, or even months

CQI Team Meeting #6/7

- PDSA – Study
- Review the data you collected
- Compare results to predictions
- Summarize what you learned

CQI Team Meeting #8

- PDSA – Act
- Make decisions to continue, modify or drop your experimental changes (another PDSA cycle?)

CQI Team Meeting #9

- Prepare report on your progress and/or draft proposal for institutionalizing the change
- Ensure data collection on dimensions of quality / MPOI's continue

CQI Team Meeting #10

- Conduct follow-up meeting to monitor data collection and progress with institutionalizing change