



# QAPI Plan Outline

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

This worksheet was designed to work in conjunction with the [QAPI Guide for Developing a QAPI Plan](#). 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 measureable improvements in health outcomes*

Good Needs Work Complete Date

## 2. Scope

Types of care and services affected by QAPI that impact quality of life, resident choice, clinical care and care coordination

*Ex: All service lines and departments use data to make decisions that drive improvements*

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## 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

Notes:

#### 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, resident and family input.*

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#### 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.*

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#### 6. Systematic Analysis and Systemic Action

Use of structured processes for identifying systematic causes of problems; monitor 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 day after completion.*

Good Needs Work Complete Date

## 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.*

Good Needs Work Complete Date

## 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 July 15, 2014. It will be reviewed and/or revised on or by July 15, 2015. Revisions will be tracked and stored electronically using Microsoft® Access® 2010.*

Good Needs Work Complete Date

Notes: