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# Overview

This QI Project Tracker template (“the tracker”), based on the Model for Improvement and PDSA (Plan-Do-Study-Act) model, is a resource to support state Flex programs in documenting the steps of implementing the 2021 QI Project and ensuring the necessary information is captured to assess the impact of activities on outcomes. The MT Flex Program will use this tracker for hospitals participating in the Swing Bed Quality Improvement Project. The tracker will be completed throughout the year and will be routinely reviewed and supported by MT Flex Staff.

**Populating the Template**

The tracker template can be modified to meet your needs, as there may be things you wish to track as part of your project that are not included, or there may be something in the template that does not quite fit your project and needs to be changed or removed altogether.

Throughout the document, the font in *italics* indicates instructions or additional prompts to guide completion. Anything in {brackets} is something to be deleted and replaced with project-specific information.

To start:

* Update the facility and project name in the header of the document.
* Save a new copy of this document with your facility abbreviation at the beginning (e.g., WMH\_2021\_SWBQIP\_Tracker).

**Other Things to Note**

* This template is built with page breaks throughout. If you are having issues with formatting, you may wish to turn on the “Show/Hide” option in the paragraph area of the “Home” ribbon.
* Hyperlinks within the template point to places within the document to aid in navigation.

**Additional Resources**

To learn more about the Model for Improvement, PDSA, and other quality project resources, check out the Stratis Health [QI Basics Course](https://stratishealth.org/quality-improvement-basics/).

# **SECTION ONE** The Model for Improvement – Three Questions

## What are we trying to accomplish?

*What is your hospital trying to accomplish with this QI project? This should address why you chose this project. What are the implications?*

{Your answer here}

## How will we know that change is an improvement?

*How will your hospital know that the changes made are an improvement? This should address what you will be measuring.*

{Your answer here}

## What change can we make that will result in an improvement?

*What change can your hospital make that results in an improvement? This should address what interventions you will be undertaking to drive the project.*

{Your answer here}

# **SECTION TWO**

# Plan

## What will **we (hospital)** do that will result in an improvement?

*This serves as a high-level work plan detailing what you intend to do at your hospital. Consider things such as recruitment of staff/departments, data collection, convening staff, sharing performance data, etc. Be as specific as possible about who is responsible for what and when you intend to do things. Your plan may change throughout the year. Document changes below and capture explanations for changes in the* [*Do*](#_Do) *section.*

*Some examples are provided below. Modify or delete them to fit your needs.*

|  |  |  |  |
| --- | --- | --- | --- |
| Describe Activity | Person Responsible | When | Notes |
| *Recruit X number of hospitals to participate* | *Suzy* | *By 8/31* | *Hospitals will sign participation agreement* |
| *Collect baseline data from hospitals* | *Bob* | *By 9/30* | *Hospital will submit data via email using provided template* |
| *Collect and develop tools and resources to support CAHs with improvement* | *Suzy* | *By 9/30* |  |
| *Convene hospitals for kick-off call* | *Suzy & Bob* | *By 10/31* |  |
| *Conduct 1:1 TA/coaching calls* | *Suzy & Bob* | *At least one in Nov; then as needed* |  |
| *Collect PDSA plans from each of the hospitals identifying the interventions they intend to implement* | *Suzy* | *By 11/30* |  |
| *Collect performance data from hospitals monthly during performance period* | *Bob* | *Monthly throughout* | *Use NHSN definition – hospital self-reported to SFP via email using provided reporting template* |
| *Convene hospitals monthly – share PDSA plan updates and provide opportunities for hospitals to share* | *Suzy & Bob* | *Monthly throughout* |  |
| *Gather hospital feedback for every convening* | *Suzy* | *Throughout* |  |
|  |  |  |  |
|  |  |  |  |

## What will we measure to evaluate the test of change at the **hospital level**?

**Measure:** *{Name the measure being tracked}*

**Measure definition:** *{Specify what data will be collected – this could take the form of a numerator/denominator statement}*

**Measure specifications:** *{Describe or link to measure specifications used for data collection}*

**Data Source:** *{Describe how you will gather hospital data}*

*Some examples are provided below. Modify or delete them to fit your needs.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility Name | Performance | | | | Data Related Notes | Other Notes |
| **Baseline**  **{Date}** | **Goal** | **6-Month**  **{Date}** | **Project End**  **{Date}** |
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# **Section Three**

# Do

*As you implement the project, capture notes regarding the Flex level interventions.*

## What happened as the project was implemented?

*Was each aspect of the project implemented as expected? Note any deviations from the plan and why they were made.*

{Your answer here}

## What surprises or challenges came up along the way?

*How did this impact the project? What changes did you make as a result?*

{Your answer here}

# **Section Four**

# Study

## What were the results?

*After collecting and documenting all final outcome information in the* [*Plan*](#_Plan) *section, analyze the results and summarize and reflect on what you learned from this project.*

{Your answer here}

# **Section Five**

# Act

## Adapt, Adopt, or Abandon

*This is an opportunity to consider how to incorporate what you learned from the* [*Study*](#_Study) *section into future projects. Will you:*

Adapt – Modify the approach(es) taken to engage hospitals in driving improvement (e.g., take a more collaborative approach to future projects, focus more on 1:1 TA, change data collection processes, etc.)

Adopt – Use the same approach(es) from this project in future projects.

Abandon – Shift approach(es) completely.

## What modifications to the plan will be made for your next project?

*Describe any changes you will make.*

{Your answer here}

# **Section Six**

# Final Poster

|  |  |  |
| --- | --- | --- |
| **Background** |  | **Outcomes/Results** |
| [*What are we trying to accomplish? Why this project?*](#_What_are_we) |  | [*What were the results?*](#_What_were_the) |
| **Project Aim** |  | **Lessons Learned** |
| [*What are we going to measure to evaluate the test of change?*](#_What_will_we) |  | [*What happened? Surprises? Challenges*](#_Do) |
| **Project Design/Method** |  | **Next Steps/Conclusions** |
| [*What exactly are we going to do?*](#_What_will_we_1) |  | *[Adopt/Adapt/Abandon –](#_Act)*  *[What modifications will be made going forward?](#_Act)* |