

Quality Improvement Plan Guidelines

Note: The QIP must be approved by the Kepro Quality Team prior to initiating any quarterly monitoring. Once your **QIP Submission** is reviewed at the monthly Panel meeting, you will receive notification of the outcome. If approved, you will begin the quarterly **QIP monitoring** and send it to the fax number provided.

Required elements to be included in a Quality Improvement Plan:

- **Opportunity Statement**
A concise statement of the quality of care process in need of improvement, including the outcome to be achieved to prevent recurrence of the cited concern(s).
- **Most Likely Causes of the Problem**
Analysis to identify underlying factors contributing to the problem(s) and to identify where process improvement is needed.
- **Interventions or process changes to be implemented and the timeline for implementation**
 - Outline the necessary steps to implement the interventions/process changes
 - Identify the resources available to implement the interventions/process change
 - Identify implementation/revision of policies and procedures necessary to meet your objectives
 - Define timeframes for implementation of interventions/process change
- **Measurement of Performance**
 - Identify indicators to measure progress towards improvement.
 - Define target goal to be achieved
 - Define timeframes being measured (to include date ranges of monitoring activity)
 - Develop a measurement tool to monitor improvement
 - Determine sample size and frequency of monitoring (minimum of 5%)
 - Provide quarterly results of monitoring by identifying the percentage as well as the numerator/denominator of the indicator(s)
- **Educational/In-service Programs to be offered**
Include copies of planned education programs/in-services, dates scheduled,



staff in attendance/ new and/or revised policies and procedures.

- **Responsible Parties/Departments**

Identify the individuals and departments (including the medical staff for physician component) responsible for implementation of interventions, education programs, measurement/monitoring of progress, and submission of monitoring report to eQHealth Solutions.

- **QIP Format and Monitoring Report (please refer to attachments B&C)**

- *Facilities will have 45 calendar days from the date of the notice to submit the QIP. Quarterly reports to be submitted within 30 days after the end of the quarter
- *Please note the Primary contact person for your hospital when the QIP is submitted