Work Book

Work Book

Improving the Quality of Home and Community **Based Services and Supports**

AUGUST 2003



Centers for Medicare & Medicaid Services Center for Medicaid and State Operations



Prepared by The Edmund S. Muskie School of Public Service under CMS Order Number CMS-01-00328

Improving the Quality of Home and Community Based Services and Supports WORKSHEET 1.1 QI Team **CHAIRPERSON: POSITION: Position** Name **Department** QI TEAM (e.g. staff from HCBC Program Units and other Departments) 6. 8. 9. 10. INTERNAL RESOURCES/ADVISORS

3. 4.

EXPERT ADVISORS/CONTRACTORS 4.

Prepared by:	Date:	
		_

W	ORI	KSH	EET	1.2
V V	$\mathbf{v}_{\mathbf{L}}$			

QI Committee

CHAIRPERSON:	Position:
QI COMMITTEE MISSION STATEMENT	(include populations, scope, etc.)

Name	Position	Department/Organization		
MEMBERS OF QI COMMITTEE (e.g. staff from HCBC Program Unit and other Departments)				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
INTERNAL RESOURCES/ADVISORS				
1.				
2.				
EXPERT ADVISORS/CONTRACTORS				
1.				
2.				

Date: _____

Prepared by:

WORKSHEET 2.1 Preliminary Assessment

DOMAIN	AREA OF CONCERN	DATA SOURCE	COMMENT
Quality of Life	•	•	•
Functional Independence	•	•	•
Health and Wellness	•	•	•
Other	•	•	•

WORKSHEET 3.1 QI Priority Selection

DOMAIN	AREA OF CONCERN	CRITERIA FOR SELECTION*	Number of Votes
Quality of Life	•	•	
Functional Independence	•	•	
Health and Wellness	•	•	
Other	•	•	

^{*}Criteria for selection of quality improvement priorities include: high prevalence, high impact, available guidance, high probability of success, low cost, project duration and measurable.

Prepared by: _______ Date: _______

WORKSHEET 3.2

QI Project Work Group

Name	Position	Departmen
QI WORK GROUP (e.g. staff from HCBC	Program Units and other Departments, providers i	n County ABC, others)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
3.		
).		
10.		
11.		
2.		
NTERNAL RESOURCES/ADVISORS		
2.		
3.		
ł.		
EXPERT ADVISORS/CONTRACTORS		
l.		
2.		
l.		

Worksheet 3.2

Date: ______

WORKSHEET 4.1 **Barriers, Activities, Outcomes PROJECT TITLE:** LEVEL OF **BARRIERS SYSTEM OUTCOMES ACTIVITIES** RESPONSIBILITY

WORKSHEET 5.1 **Consumer Outcomes, Measures and Data Sources PROJECT TITLE: CONSUMER OUTCOMES** MEASURES DATA SOURCES BENCHMARK 3. 4. 5.

WORKSHEET 5.2

System Outcomes, Measures and Data Sources

PROJECT TITLE:

Comment of the second	Ma	D Co	D
SYSTEM OUTCOMES	MEASURES	DATA SOURCES	BENCHMARK
1.	•		
2.	•		
3.	•		
4.	•		
5.	•		

WORKSHEET 5.3

Prepared by: _____

Construct Consumer Outcome Measures

Project	TITLE:
POPULAT	ION:

CONSUMER OUTCOME MEASURES	DEFINITION OF MEASURES	DATA SOURCE	SAMPLE
	Numerator:		
	Denominator:		
	Numerator:		
	Denominator:		
	Numerator:		
	Tumerator.		
	Denominator:		
	N		
	Numerator:		
	Denominator:		
	Numerator:		
	Denominator:		

Worksheet 5.3 1 August 2003

Date: _____

WORKSHEET 5.4

Construct System Outcome Measures

PROJECT T	TITLE:
POPULATIO	ON:

System Outcome Measures	DEFINITION OF MEASURES	DATA SOURCE	SAMPLE
	Numerator:		
	Denominator:		
	Numerator:		
	Denominator:		
	Numerator:		
	Denominator:		
	Numerator:		
	Denominator:		
	Denominator.		
	Numerator:		
	Denominator:		
		1	1

WORKSHEET 6.1

Data Collection Work Plan

PROJECT TITLE:

TASKS	LEAD STAFF						YEAI	R 1					
		Mo. 1	2	3	4	5	6	7	8	9	10	11	12
1.				•									
1.1													
1.2													
1.3													
2.													
2.1													
2.2													
2.3													
3.													
3.1													
3.2													
3.3													
4.													
4.1													
4.2													
4.3													
5.				•						•		,	
5.1													
5.2													
5.3													

WORKSHEET 6.2

QI Project Work Plan

PROJECT TITLE:

TASKS	LEAD STAFF	YEAR 1											
		Mo. 1	2	3	4	5	6	7	8	9	10	11	12
1.													
1.4													
1.5													
1.6													
2.													
2.4													
2.5													
2.6													
3.													
3.4													
3.5													
3.6													
4.				•									
4.4													
4.5													
4.6													
5.										_			
5.4													
5.5													
5.6													

Worksheet 6.3	Budget				
Project Title: Year:		Reporting	Period:		
	PERSONNEL	% FTE	In-kind	OTHER	
	Total Salaries				
	Benefits @ %				
	Total Personnel				
	OTHER DIRECT COSTS				
	Consultant A				
	Consultant B				
	Consultant C				
	Travel In State				
	Meetings				
	Supplies				
	Postage/Shipping				
	Printing/Photocopying				
	Equipment				
	Other				
	Total Other Costs				
	Total Project Costs				

WORKSHEET 6.4	Milestones/Products		
PROJECT TITLE: REPORTING PERIOD:			
	MILESTONES/DELIVERABLES	DUE DATE	
Prepared by:	Date:		

Worksheet 6.4 1 August 2003

JECT TITLE: ORTING PERIOD:			
MILESTONES/DELIVERABLES	DUE DATE	COMPLETED	COMMENTS/PROJECT SUMMARY

Improving the Quality of Home and Community Based Services and Supports

WORKSHEET 7.2	Consumer Outcomes: Baseline							
PROJECT TITLE: DATA COLLECTION INSTRUMENT: POPULATION: SAMPLE SIZE:								
	MEASURE	Numerator	DENOMINATOR	PERCENT				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15.								

Prenared by:	Date:	

Improving the Quality of Home and Community Based Services and Supports

	тирго	ving the Quality of Home a	mu Community Buscu S	ervices una sup
WORKSHEET 7.3	System Outcomes: Baseline			
PROJECT TITLE:				
DATA COLLECTION INSTR	UMENT:			
POPULATION:				
SAMPLE SIZE:				
	Measure	Numerator	DENOMINATOR	PERCENT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

WORKSHEET 8.1	[Insert Title]
CONTACT INFORMATION	[Insert Description]
Name:	
Position:	
Department:	
Voice:	
Fax:	Desired Consumer Outcomes
Email:	•
OTHER COLLABORATORS	Desired System Outcomes
	•
	Quality Improvement Committee
	[Description]
	•

WORKSHEET 8.2 **Consumer Outcomes: Baseline and Subsequent Periods PROJECT TITLE: DATA COLLECTION INSTRUMENT: POPULATION: SAMPLE SIZE:** BASELINE 6 Months 12 Months **MEASURE** (n =(n =(n =1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Prepared by:	Date:

11. 12. 13. 14. 15.

Improving the Quality of Home and Community Based Services and								
WORKSHEET 8.3	System Outcomes: Base	line and Subsequent Pe	eriods					
PROJECT TITLE: DATA COLLECTION INSTRUMENT: POPULATION: SAMPLE SIZE:								
	MEASURE	BASELINE (n =)	6 MONTHS (n =)	12 MONTHS (n =)				
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13								

Prepared by:	Date:	
rrepared by:	Date:	

14. 15.