## **Quality Assessment and Improvement (QA&I) Cycle 2, Year 3 Review Process**

## **CONFERENCE AGENDA**

ORGANIZATION NAME:

DATE OF CONFERENCE:

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| **Introductions & Opening Remarks*** ODP staff
* Organization’s staff
* Additional participants and guests
* Overview and expectations of QA&I review process
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| **Organizational Overview shared by Entity*** Organization Structure and Leadership – identify any changes
* Actions taken or planning to take to carry out ODPs *Everyday Lives: Values in Action* Recommendations (What has worked? What has not worked?) → Assure Effective Communication; Promote Self-Direction, Choice and Control; Increase Employment; Support Families Throughout the Lifespan; Promote Health, Wellness and Safety; Support People with Complex Needs; Develop and Support Qualified Staff; Improve Quality; Expand Options for Community Living; and Promote Racial Equity
* Identify special initiatives, projects, or activities
* Highlights of quality improvement priorities
* Organization’s mission
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| **Documentation to review onsite [Remove if record review only]*** List documentation the entity should have available during the onsite conference, if applicable (it is recommended that the documentation also be detailed in the email with the agenda)
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| **Overview of Findings and Immediate Actions*** Highlights of promising practices
* Items requiring immediate remediation
* Summary of opportunities for improvement
* Highlights of trends
* Discussion of findings
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| **Cycle 2, Year 2 Review*** QA&I Review Team’s overall experience & impressions
* Organization’s feedback/recommendations about review experience
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| **Next Steps*** Remediation, Plan to Prevent Recurrence (PPR), Validation
* Entities can submit additional information up to 24-business hours following the day of the QA&I conference. Documents submitted up to this time will still be considered part of discovery. Documentation submitted after the discovery period is considered remediation and can be used to support remediation activities.
* Include the remediation actions already taken to correct the specific findings
* Include actions to be taken to identify and correct any recurrence of the findings including:
	+ Identification of how other instances will be identified that have the potential to be affected by deficient practices,
	+ Systemic measures developed/implemented to ensure prevention of recurrence
	+ Monitoring efforts to prevent future occurrence of non-compliance.
* At the time of submission, each PPR action (if applicable) should include a target date.
* Entities are responsible for submitting evidence of remediation and PPRs.
* Comprehensive Report [**Remove if record review only**]
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| **Questions:** |
| **Notes from discussion:** |

**QA&I Conference Attendance Sheet**

ORGANIZATION NAME:

DATE OF CONFERENCE:

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| **Name (First and Last)** | **Title** | **Contact Information** |
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