

QUALITY MANAGEMENT PLAN & ACTION PLAN REVIEW CHECKLIST

Instructions: Quality management plan reviewers are encouraged to use and share this checklist to engage in meaningful conversations about QM Plans and their Action Plans, provide technical assistance, offer positive feedback, and suggest ways to improve. All key elements to ensure success of QM Plans and their Action Plans are included in this tool. The absence of any of these key elements may indicate the need for technical assistance to ensure success.

ENTITY & REVIEWER DETAILS			
ENTITY NAME:	REVIEWER NAME:		
TOPIC (e.g., Employment, Community Participation):	DATE REVIEWED:		
Review of Key Elements: QM Plan & Action Plan	Yes	No	Comments
Agency leadership is engaged in plan development: Best practice for success			
System stakeholders are engaged in plan development: Best practice for success			
Person-centered outcomes data: Are reviewed/used to determine priorities and develop QM Plan			
QM Plan is revised at least every 3 years per 6100 regulations: Best practice for success is to review and update, as appropriate, on a yearly basis			
Evidence of progress toward achieving goals/objectives: Measured through review of routinely collected, organized and analyzed data that is accessible on demand (e.g., a spreadsheet or report)			
Changes are made to the Action Plan: If applicable, as indicated by review of data and information			<i>If N/A, note here:</i>
Action items are completed and status is documented on the Action Plan			
Recommendations for a Quality QM Plan	Yes	No	Comments
Focus Area (e.g., "Participant-centered service planning and delivery")			
○ Is 1 of 7 focus areas found in the HCBS Quality Framework			
Goal (e.g., "People are engaged and participating in their community")			
○ High-level and general in nature			
○ Stated in a person-centered way			
Desired Outcome (e.g., "People work in Community Integrated Employment")			
○ Linked to an of ODP ISAC Recommendation, waiver performance, or regulatory requirement			
○ Stated in a person-centered way			
○ Drives the target objective			
Target Objective (SMART) (e.g., "Increase number of people working in CIE by 20% to 103 by June 30,222. Baseline: FY 20-21 = 86.")			
○ Specific			
○ Measurable			
○ Attainable (Achievable)			
○ Realistic			
○ Within a Timeframe			

Data Source(s) (e.g., EIM, QA&I self-assessment, or a local database)			
o 1 per performance measure			
Frequency of Data Collection (e.g., "Monthly")			
Frequency of Data Reporting (e.g., "Quarterly")			
Responsible Person (Person who has the expertise/authority to implement changes and is thus held accountable by management for completion of identified activities)			
o For oversight of identified function (e.g., medication management, training, etc.)			
o Has authority to implement needed change(s)			
Recommendations for a Quality Action Plan		Yes	No
Comments			
"Entity Name," "Focus Area," "Desired Outcome," Responsible Person," etc., details are the same as QM Plan (if on separate form)			
Team Members (Members of team or within organization who have authority or skill to complete action item)			
o QI team includes "ground-level" members, those involved in process/system to be improved			
Action Item(s)			
o Initial action items are conducted prior to or early in the QM Plan year, to have the greatest impact (e.g., development of information management tools, data collection, training)			
o Action items must be connected to achievement of target objective			
o Data collection, monitoring and analysis are listed as action items			
o Reporting is listed as an action item			
o If possible, action items are listed in order of anticipated completion			
Responsible Person(s)			
o Only 1 functionally responsible person per action item (others may support the responsible person to complete the action item, but should not be listed)			
Target Date			
o Date to be completed; if to recur at regular intervals, list start date and add "ongoing monthly", etc.			
Status			
o Fill out when progress occurs (for review/discussion), but action item is not yet completed			
Completion Date			
o Date when action item is completed			
ADDITIONAL COMMENTS			