

Office of Developmental Programs

Entity Quality Management Quarterly Report - EXAMPLE

Review and analysis of progress made to date to achieve QM Plan target objectives.

Entity Name: ABC AE	Date: Jan-2025	Submitted by: AE Employment Lead
Goal Statement: People work in Competitive Integrated Employment (CIE)		
Target Objective: Increase number of people working in CIE by 20% to 103 by June 30,2025		
Performance Measure(s)	Findings and Analysis ("CHECK") Display the data and provide analysis where available. Include barriers to achievement of target objectives.	Follow-up Actions Planned ("ACT") Describe follow-up activities planned. Include how barriers, if present, will be addressed.
1. # of people with CIE 2. # of <i>new</i> people w/ CIE	Findings: Baseline FY23-24 = 86 Total # of people with CIE, FY 24-25 – Quarter 2 = 94, increase of 8. Total # of <i>new</i> people with CIE, FY 24-25 – Quarter 2 = 12 Analysis: There were 86 people working in CIE as of July 31st. 2 new people started working in August, but by the end of the month, the total # working was increased by only 1 person. As of September 30th, only 2 additional people were working, even though 4 new people were hired. By tracking the data similarly for the first 6 months of the fiscal year, the projected YTD Target Objective = 102 (94 + 8). Review of agency records indicates that 3 people retired at some point during the first 6 months of the fiscal year. The possibility of retirement was not considered when the original target objective of 103 was determined.	The QI Employment Team will request data from SCO John Smith on the number of anticipated retirements for the next 6 months.
Include performance measures in this column, if there are multiple performance measures use a row per each performance measure	Ask and respond to questions: - Are you on track to meet your target objective(s)? If not, what are the barriers? - Were all action items completed as designed and on time? If not, what happened?	Ask and respond to questions: - How will you address the barriers identified? - Did you review all action items in your Action Plan? - Is there a need to add additional action items? - To revise existing action item(s)?