**Information for Completing the**

**QI Project Preliminary Worksheet for MOC Eligibility (ABMS Part IV, NCCPA PI-CME)**

Two tools that assist in preparing the Preliminary Worksheet are described on this page and presented on the following two pages. Information from the two tools is entered onto the Preliminary Worksheet, which follows the two tools. Only the Preliminary Worksheet is submitted to the Part IV MOC Program.

1. **Structured Problem Solving: Logic Diagram for a Proposed Improvement Cycle**

This preparatory tool is for the personal use of the project leader. The figure presents a framework for describing the steps in planning an improvement cycle. A completed figure is NOT submitted to the UMHS Part IV MOC Program. However, the preliminary worksheet and final report ask about every element on the figure. Project leaders should use the figure to identify the key information at each step in order to present the requested information on the preliminary worksheet and later on the final report.

Three sequential plans for improvement will eventually be developed and described for a QI project with two cycles of data-guided improvement:

* Plan for initial interventions developed from reviewing baseline data
* Plan for adjustments (second interventions) developed from reviewing post-intervention data
* Plan for further adjustments (third interventions) developed from reviewing post-adjustment data

Project leaders can use the figure as the basis for developing and updating plans at each stage.

The linked sequential steps for planning an improvement cycle are:

* Problem: Identifying the problem to address
* Goal: Developing general goals and specific aims
* Causes: Identifying the major underlying/root causes of the problem
* Interventions/countermeasures: Identifying interventions/countermeasures that address each cause
* Operational plans: Identifying operational plans and who will be involved in implementing the interventions/countermeasures

For further information, copy of the figure, a completed example, questions and tools that are relevant at each step, and an illustration of the formatting of this information into a more detailed “A3” size (11” x 17”) proposal used in “Lean Thinking” are available by [control + clicking here.](http://www.med.umich.edu/moc-qi/pdf/Logic.framework.A3.01.29.17.pdf)

1. **Timeline Draft for a QI Project across Two Linked Cycles**

This preparatory tool is also for the personal use of the project leader. It helps the project leader identify the expected time frames and dates for each major project activity across two cycles of data-guided improvement effort. A completed timeline page is NOT submitted to the UMHS Part MOC Program. However, the preliminary worksheet and final report ask when every activity on the timeline occurs. Project leaders should use the timeline draft to identify the key dates for each activity in order to present the requested information on the preliminary worksheet and later on the final report.

An example of a completed draft of a timeline is available by [control + clicking here.](http://www.med.umich.edu/moc-qi/pdf/Ex.timeline.draft.5.8.17.pdf)

**The Preliminary Worksheet follows the Timeline Draft.** Use information drafted from the Logic Diagram for Structured Problem Solving and from the Timeline Draft to complete the Worksheet.



**Timeline Draft for a QI Project across Two Linked Cycles of Improvement**

**(Planning Tool for QI Project Leaders)**

*Key activities in a two-cycle QI project are listed sequentially below. To develop a likely timeline for the project, fill in the date or time period in which each activity will occur. If questions, contact either*

*R. Van Harrison, PhD, UMHS Part IV Program Co-Lead, 734-763-1425,* *rvh@umich.edu*

*J. Kin, MHA, JD, UMHS Part IV Program Co-Lead, 734-764-2103,* *jkin@umich.edu*

|  |  |
| --- | --- |
|  | **Name:** **Date:**  |
|  | **Title of QI project:**  |
| **STAGE** | **ACTIVITY** | **DATE(S)** |
|  |  |  |
| *PLAN* | Define problem *­ approximate beginning and ending dates* |  |
|  | Baseline data measurement *– beginning and ending dates* |  |
|  | Baseline data collection and report *– date report available* |  |
|  | Review baseline results, identify underlying causes, and likely interventions *– date(s) of meeting(s)/discussion* |  |
|  |  |  |
| *DO* | Implement interventions *– date fully implemented* |  |
|  |  |  |
| *CHECK* | Post-intervention data measurement *– beginning and ending dates* |  |
|  | Post-intervention data collection and report *– date report available* |  |
|  |  |  |
| *ADJUST – REPLAN* | Review post-intervention results, identify underlying causes, and likely adjustments (second interventions) *– date(s) of meeting(s)/discussion* |  |
|  |  |  |
| *REDO* | Implement adjustments (second interventions) *– date fully implemented* |  |
|  |  |  |
| *RECHECK* | Post-adjustment data measurement *– beginning and ending dates* |  |
|  | Post-adjustment data collection and report *– date report available* |  |
|  |  |  |
| *READJUST PLAN* | Review post-adjustment results, identify underlying causes, and further likely adjustments *– date(s) of meeting(s)/discussion* |  |

**QI Project Preliminary Worksheet for MOC Eligibility (ABMS Part IV, NCCPA PI-CME)**

*Basic components of an eligible project are outlined below. Briefly highlight plans for each step.*

* *If not yet known, enter “TBA.”*
* *To check boxes, hover pointer over the box and click (usual “left” click).*

*Review the overview with either of the following individuals for suggestions to facilitate completing the formal application for MOC credit.*

*R. Van Harrison, PhD, UMHS Part IV Program Co-Lead, 734-763-1425,* *rvh@umich.edu*

*J. Kin, MHA, JD, UMHS Part IV Program Co-Lead, 734-764-2103,* *jkin@umich.edu*

|  |  |
| --- | --- |
|  | **1. Date** *(this version)***:**  |
|  | **2. Key individuals**a. Project leader: b. Clinical leader who oversees project leader regarding the project:  |
|  | **3. Title of QI project:**  |
|  | **4. Approximate number (by specialty/subspecialty for physicians) for MOC:**

|  |  |  |  |
| --- | --- | --- | --- |
| Participating for MOC | Primary Specialty | Subspecialty, if any | Number |
| Practicing physicians |  |  |  |
| Residents/Fellows  |  |  |  |
| Physicians’ Assistants | (N/A) | (N/A) |  |

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|  | **5. Patients involved** *(e.g., age, medical condition, where seen/treated)***:**   |
| ***PLAN*** | **6. General purpose**a. Problem with patient care (“gap” between desired state and current state) *(from logic diagram):*(1) What should be occurring and why should it occur (benefits of doing this)? (2) What is occurring now and why is this a concern (costs/harms)? b. Project goal *(from logic diagram)*:  |
|  | **7. Measure(s). For each performance measure, list its name** *(e.g., Percent of . . ., Mean of . . ., Frequency of . . .)* **and how it is calculated** *(denominator and numerator)***:** |
| *(Data 1)* | **8. Baseline performance** a. What are the beginning and ending dates for the baseline measurement period *(from timeline)*? b. By when will the data be collected and reported *(from timeline)*? c. Insert or attach an example of a table or figure that will be used to present the results. *(It should display the time periods, the measures, and places to enter the sample sizes and results).*  |
|  | **9. Review baseline results, identify causes, and plan interventions**a. Who is involved (e.g., by profession or role)? b. How will they meet(e.g., clinic staff meeting)? c. On approximately what date will the review of baseline data and planning occur *(from timeline)*?  |

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|  | **10. Baseline underlying/root cause(s) and planned interventions to address each cause.***As background, some summary examples of common causes and interventions to address them are presented in the table immediately below. The entries reflect linked causes and interventions illustrated in the center section of logic diagram for structured problem solving.*

|  |  |
| --- | --- |
| ***Common Causes*** | ***Common Relevant Interventions*** |
| *Individuals: Are not aware of, don’t understand.* | *Education about evidence and importance of goal.* |
| *Individuals: Believe performance is OK.* | *Feedback of performance data.* |
| *Individuals: Cannot remember.* | *Checklists, reminders.* |
| *Team: Individuals vary in how work is done.* | *Develop standard work processes.*  |
| *Workload: Not enough time.* | *Reallocate roles and work, review work priorities.*  |
| *Suppliers: Problems with provided information/materials.* | *Work with suppliers to address problems there.*  |

*For the baseline results, list the primary underlying/root causes for the problem(s) that the project can address and the planned intervention(s) to address each cause – from logic diagram resulting from review of baseline data. (If baseline results are not yet available, list the currently hypothesized causes and likely interventions to address them. After baseline data are reviewed, the causes and interventions identified at that time will be included on the report of the project.)*

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| --- | --- |
| **Cause(s) of Baseline Results** | **Planned Intervention(s) to Address** |
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|  |  |
|  |  |
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| ***DO*** | **11. Intervention implementation.** By what date are the intervention(s) implemented *(from timeline)*?  |
| ***CHECK****(Data 2)* | **12. Post-intervention performance** a. What are the beginning and ending dates for the post-intervention measurement period *(from timeline)*? b. By when will the data be collected and reported *(from timeline)*?  |
| ***ADJUST –***  ***REPLAN*** | **13. Review post-intervention results, identify causes, and plan interventions**a. Who is involved (e.g., by profession or role)? [ ]  Same as #9a? [ ]  Different than #9a *(describe)*: b. How will they meet(e.g., clinic staff meeting)? [ ]  Same as #9b? [ ]  Different than #9b *(describe)*: c. On approximately what date will the review of post-intervention data and planning occur *(from timeline)*?  |
|  | **14. Post-intervention underlying/root cause(s) and planned interventions to address causes***For the post-intervention results, list the primary underlying/root causes for the problem(s) that the project can address and the planned intervention(s) to address each cause – from logic diagram resulting from review of post-intervention data. (If post-intervention results are not yet available, list “TBA.”)*

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| --- | --- |
| **Cause(s) of Post-intervention Results** | **Planned Intervention(s) to Address** |
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| ***REDO*** | **15. Adjustment/second intervention implementation.** By what date are the adjustments implemented *(from timeline)*?  |
| ***RECHECK****(Data 3)* | **16. Post-adjustment performance** a. What are the beginning and ending dates for the post-adjustment measurement period *(from timeline)*? b. By when will the data be collected and reported *(from timeline)*?  |
| ***READJUST*** ***PLAN*** | **17. Review post-adjustment results, identify underlying causes, and plan interventions** a. Who is involved (e.g., by profession or role)? [ ]  Same as #13a? [ ]  Different than #13a *(describe)*: b. How will they meet(e.g., clinic staff meeting)? [ ]  Same as #13b? [ ]  Different than #13b *(describe)*: c. On approximately what date will the review of post-intervention data and planning occur *(from timeline)*?  |
|  | **18. Post-adjustment underlying/root cause(s) and planned interventions to address causes***For the post-adjustment results, list the primary underlying/root causes for the problem(s) that the project can address and the planned intervention(s) to address each cause – from logic diagram resulting from review of post-adjustment data. (If post-intervention results are not yet available, list “TBA.”)* |
|  | **Cause(s) of Post-Adjustment Results** | **Planned Intervention(s) to Address** |
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|  |  |  |
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| ***PARTICI-PATION FOR MOC*** | **19. Do individuals desiring MOC participate in all of the following?**a. Review of baseline data, identifying underlying causes, and planning intervention (#9).b. Implementing intervention (#11).c. Review of post-intervention data, considering underlying causes, and planning changes (#13). d. Implementing further intervention/adjustments (#15).e. Review of post-adjustment data, considering underlying causes, and planning changes (#17).[ ]  Yes [ ]  No  |
| ***OPERA-TIONAL PLANS*** | **20. How will you provide a list of individuals who plan to participate for MOC as described in #19?**[ ]  Have participants individually enroll through an online form provided by the UMHS Part IV Program.[ ]  Project lead will provide to the UMHS Part IV Program a list of individuals planning to participate. **21. Are you applying also to have “Performance Improvement” CME credit (30 AMA PRA Category 1 credits) designated for physicians participating in this QI project?** [ ]  Yes [ ]  No **22. Are you planning to present this QI project and its results in a:** [ ]  Yes [ ]  No Formal report to clinical leaders? [ ]  Yes [ ]  No Presentation (verbal or poster) at a regional or national meeting?[ ]  Yes [ ]  No Manuscript for publication? |