

Preparation for QSR Review
Working Agreement

PQI LEADS:		REGION:	
QA Lead(s)		DATES OF REVIEW:	

Deadline	TASK	Responsible Party
(14 - 16 Weeks)	Identify RM & QA Lead for the region	PQI
(14 - 16 Weeks)	Send or email RM Letter to Region to let them know the QSR process is beginning. Ask that a time be set to conduct a teleconference with RM and QA Lead to determine various dates and times throughout the QSR process.	PQI
(14 - 16 Weeks)	Set a time for the PQI, RM & QA Lead teleconference.	RM/ QA Lead

During RM/ QA Lead Teleconference

(10 – 12 weeks)	<p>Discuss with RM & QA Lead to:</p> <ol style="list-style-type: none"> 1. Determine the date, time and location of the FCM Orientation. Ensure the location has video-conference capabilities. 2. Determine if all supervisors or just those with cases pulled will be attending the FCM Orientation. 3. Discuss with the QA Lead the region’s desire to provide a sample packet to each FCM having a case reviewed. 4. Set a time to talk with QA Lead regarding due dates for consents, summaries, schedules, and binders. 5. Begin a conversation about locations of Reviewer Orientations, Mini-Rounds and the Grand Round. Ensure the region’s time zone is taken into account when discussing the time and location of the Grand Round. 6. Ask the RM to plan to meet with the PQI Leads to discuss the data. This will either be Wednesday night (if Grand Round is Thursday) or Thursday morning (if Grand Round is Friday). 7. Ask that a room be reserved for the PQI team to prepare the Grand Round presentation on Thursday of the review week. 8. Ask who the Peer Coach Consultant is for the Region for the TEAPI presentation. 	PQI
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Deadline	TASK	Responsible Party
	9. Ask the QA Lead to prepare a list of contact information for County Supervisors and Directors. 10. Ask the QA Lead for a list of the assessors in each county in the region. Select a date for the QA lead to submit the list of assessors to the PQI Leads. 11. Obtain a list of characteristics specific to their region and counties. 12. Ask that the County Directors identify and reserve a room with telephone access to be used as a home base for the review teams assigned to their county. 13. Email the <u>RM & QA Lead 16 Week Preparation Checklist Template</u> to the RM and QA Leads. In addition, email the <u>QSR Guide for County Directors</u> to be distributed by the RM or QA Lead.	
(10 – 12 weeks)	Participate in the PQI, RM & QA Lead teleconference.	RM/ QA Lead
(10 – 12 weeks)	Provide a list of assessor names to the PQI Leads by appointed date.	QA Lead
(10 – 12 weeks)	Reserve DCS Conference room for the FCM Orientation videoconference after the date has been selected.	PQI
(10 – 12 weeks)	Reserve the region's room with videoconference capabilities for the FCM Orientation.	QA Lead
<u>Developing QSR Regional Case Pull</u>		
(10 – 12 weeks)	Pull list from ODM should be received approximately 10 – 12 weeks prior to the review. See Sharepoint for specific dates.	ODM
(10 – 12 weeks)	Using the pull list reviewed from ODM, select cases and develop a <u>Master List of Cases</u> to be reviewed. Double check for accuracy and send to the QSR Region.	PQI
(10 – 12 weeks)	Determine the assessors who will have cases selected from the assessor provided by the QA Lead and add to the <u>Master List of Cases</u> . Send to the QSR Region.	PQI
(10 – 12 weeks)	Notify the FCM and FCM Supervisor that their case was selected for the QSR review. Ensure they know the date, time, and location of the FCM Orientation.	QA Lead

Deadline	TASK	Responsible Party
(8 Weeks)	Contact selected Assessment workers to send a list of substantiated cases.	PQI
(5-8 Weeks)	Select the Assessment cases to be reviewed for the QSR. Send the selected cases to the region.	PQI
(5-8 Weeks)	Send the Assessment FCMs and their supervisors the list of case selected for the QSR.	PQI
(As Needed)	Update the Master List of Cases as needed when changes are made to the pull list due to various reasons. Send to the QSR RM and QA Lead after each update.	PQI
<u>Preparation for FCM Orientation</u>		
(10 – 12 weeks)	<p>Confirm date, time and location of FCM Orientation with QA Lead.</p> <ol style="list-style-type: none"> 1. Verify the number of FCMs and Supervisors, etc. attending. 2. Discuss with QA Lead the need to establish a due date for completed review binders. This date will be provided to the FCMs and Supervisors at the FCM Orientation. 3. Discuss with QA Lead the need for 2 – 3 days for Individual FCM Follow-Up Calls. Select dates for the calls so that sign up can occur at the FCM Orientation. 4. Confirm location of Reviewer Orientation and Mini-Rounds so that FCMs can be made aware of this during the FCM Orientation. They will then use this while creating their schedules. 5. Identify a date by which the FCMs need to send consents to the QA Lead. 6. Identify a date by which the QA Lead will send the consents to the PQI Leads. 	PQI
(8 – 10 weeks)	<p>Prepare handouts for the FCM Orientation to include the following:</p> <ol style="list-style-type: none"> 1. Prepare the <u>FCM/ Supervisor 16 Week Preparation Form</u>. 2. Prepare the <u>FCM Orientation Sign-In Sheet</u>. 3. Prepare the <u>FCM/ Supervisor Follow-Up Call Sign-Up Form</u>. 	PQI

Deadline	TASK	Responsible Party
(8 – 10 weeks)	Send to the QA Lead for the FCM Orientation. Ensure they understand the purpose of the documents and the need to have them at the FCM Orientation. <ol style="list-style-type: none"> 1. <u>FCM/ Supervisor 16 Week Preparation Form.</u> 2. <u>FCM Orientation Sign-In Sheet.</u> 3. <u>FCM/ Supervisor Follow-Up Call Sign-Up</u> 4. Send FCM Orientation Packet. 	PQI
(8 – 10 weeks)	Discuss with PQI Leads and complete all necessary preparation for the FCM Orientation. This includes: <ol style="list-style-type: none"> 1. Ensure FCMs and FCM Supervisors are attending FCM Orientation. 2. Make the appropriate copies of the FCM Orientation Packet. 3. All forms sent by the PQI Leads have been printed and ready to be brought to the FCM Orientation. 	QA Lead
<u>Grand Round Preparations</u>		
(8-10 Weeks)	Notify the PQI Leads of the location of Grand Round to the PQI Leads. Please check the Rand McNally directions for this case and ensure they are accurate. Have someone drive them or check with someone who lives near the location.	QA Lead
(8-10 Weeks)	Contact the Region’s Peer Coach Consultant to make arrangements for them to speak at the Grand Round on TEAPI. Notify the PQI Leads of who this individual is when arrangements have been made.	QA Lead
(8-10 Weeks)	Send location of Grand Round to the PQI State Director. Ensure clarification is made if any time changes were made due to the region’s time zone.	PQI
(8-10 Weeks)	Identify who will be speaking at the Grand Round. Contact the following individuals in the order listed in order to identify who will be speaking: <ol style="list-style-type: none"> 1. DCS Director (Angel Owens is AA). 2. Deputy Director of Field Operations 3. Appropriate Executive Manager 	PQI
(8-10 Weeks)	Send out notification of the time, date and location of the Grand Round to all Executive Staff.	PQI State Director

Deadline	TASK	Responsible Party
(8-10 Weeks)	Send out notification of the time, date and location of the Grand Round to the Peer Coach Consultant.	PQI
(8-10 Weeks)	Identify who to send Grand Round Invitations to including community partners. Identify a RSVP date and send letters to those identified.	RM/QA Lead/ County Directors
<u>Reviewer Accommodations</u>		
(8-10 weeks)	Select a hotel for the review week. <ol style="list-style-type: none"> 1. Identify approved hotels in the region from the <u>Regional Hotels</u> form. Contact the hotel to explain our needs for the review and their availability to meet that need. 	PQI/ PQI AA
(8-10 weeks)	Identify reviewers assigned to the review and clarify who will need accommodations for the review week. <ol style="list-style-type: none"> 1. Send the <u>Hotel Arrangement Form</u> to each reviewer to identify who will be needing room accommodations and the day they will be checking in. 2. Ensure a hotel room is made for Angela Green checking in on Sunday night if travel requirements are made. 3. Complete the DCS Travel Hotel Reservation Form and forward to the hotel. 	PQI/ PQI AA
(8-10 weeks)	Develop contact list of reviewers for the review. Send to reviewers to verify the information is correct.	PQI
(1 – 10 Weeks)	Notify hotel of any changes and updates as the preparation progresses.	PQI/ PQI AA
<u>FCM Orientation Videoconference</u>		
(8 Weeks)	During the FCM Orientation videoconference complete the following: <ol style="list-style-type: none"> 1. Ensure the QA Lead distributes the FCM Orientation Sign-In Sheet. 2. Review FCM Orientation CAT. 3. Announce where the Reviewer Orientation and Mini-Rounds will be located for the FCMs to include in their schedules. 4. Ask if any Supervisors have multiple FCMs with cases pulled for the review. 5. Collect from those in attendance any additional regional characteristics. 	PQI

Deadline	TASK	Responsible Party
	6. Explain the purpose of the FCM/Supervisor Follow-Up Phone calls. Ensure the QA Lead distributes the FCM Follow-Up Call Sign-Up Sheet. 7. Announce when Case Schedules and Summaries are due to the PQI Leads for the follow-up calls. Be sure to provide email addresses, phone numbers and fax numbers for the PQI Leads. 8. Announce when Consents are due to the QA Lead. 9. Announce the dates the Review Binders are due to the QA Lead.	
(8 Weeks)	Attend FCM Orientation to review the QSR Process and receive QSR Review materials.	FCM & FCM Supervisor
(8 Weeks)	Attend the FCM Orientation to the QSR Process.	County Directors
(8 Weeks)	Fax or scan and email to the PQI Leads: 1. <u>FCM Orientation Sign-Up Sheet</u> 2. <u>FCM/ Supervisor Follow-Up Call Sign-Up Sheet</u>	QA Lead
(8 Weeks)	Send the QA Lead the <u>FCM Electronic Forms</u> . A helpful hint is to go ahead and include the address of the Reviewer Orientation and the Mini Round location in the schedule template.	PQI
<u>Prepare the Region and Assigned Cases for QSR Review</u>		
(8 Weeks)	Send the <u>FCM Electronic Forms</u> to the FCM and FCM Supervisors who have had cases pulled for the QSR Review.	QA Lead
(5-8 Weeks)	Contact the family, explain the purpose of the review, request the family's permission for interviews, and obtain consent for release of information	FCM
(5-8 Weeks)	Identify 6 -8 of the <u>most important</u> interviewees and schedule an interview keeping in mind the following: 1. Try to ensure access to people with the most experience/history with the child is included on your list. 2. Contact those individuals to explain the purpose of the review and schedule a time for the reviewers to interview them. 3. The schedules should be arranged so that the FCM is the first interview and the family is the second (if possible and the schedule permits). The last interview should be scheduled <u>no later than 9 am on the second review day</u> .	FCM & FCM Supervisor

Deadline	TASK	Responsible Party
	<p>The FCM and FCM Supervisor should be scheduled at 2:00 pm on the second review day. If a supervisor has more than 1 FCM who has a case pulled for the review, this time may be altered to accommodate all of the debriefs.</p> <ol style="list-style-type: none"> 4. Allow a minimum of 1 hour for all face-face interviews. Children may be scheduled for a shorter period of time depending on their age. Phone interviews should be scheduled for 30 minutes. 5. Preferably interviews should be held in the homes/offices of the family and stakeholders. If this is not possible, interviews in the county office or by phone are acceptable. 6. Allow time for lunch and driving to and from the interviews in the schedules. 	
(5-8 Weeks)	Update the Case Record.	FCM
(5-8 Weeks)	<p>Ensure the FCM and FCM Supervisor are completing the following:</p> <ol style="list-style-type: none"> 1. Contacting the family, explain the purpose of the review, request the family's permission for interviews, and obtain release of information. 2. Identifying 6-8 of the most important individuals to be interviewed. 3. Updating the case records. 	County Directors
(5-8 Weeks)	Email or call the QA Lead to provide an update of their progress.	County Directors
(5-8 Weeks)	Order supplies for the Review. Supplies usually include pens, highlighters, paper pads and folders.	QA Lead
<u>Preparation for the FCM Follow-Up Calls</u>		
(5-7 Weeks)	Send electronically the Case Schedule and Summary to the PQI Leads by the assigned date.	FCM & FCM Supervisor
(5-7 Weeks)	Send copy of consents to the QA Lead by the assigned date.	FCM & FCM Supervisor
(5-7 Weeks)	Ensure FCMs and FCM Supervisors have submitted Consents, Case Schedules and Summaries to the QA Lead and PQI Leads.	County Directors

Deadline	TASK	Responsible Party
(5-7 Weeks)	Ensure all consents have been signed and fax or scanned and emailed to the PQI Leads by assigned date.	QA Lead
(5 – 7 Weeks)	Prepare the following for the Follow-Up Calls: <ol style="list-style-type: none"> 1. Divide the FCM Follow-Up Calls among the PQI Leads. 2. Ensure each PQI Lead has the appropriate consents, case schedules and summaries for the calls they are assigned to conduct. 3. Prepare the <u>FCM Consents/ Tracking Form</u>. 4. Ensure each PQI Lead has copies of the <u>FCM/ Supervisor Follow-Up Call Note Template</u> to document their conversations with the FCM. 5. Establish a date for when finalized schedules and/or summaries are due to the PQI Leads and inform QA Lead of date. 6. Establish a date with QA Lead for when and where the binders are to be submitted. 	PQI
<u>FCM/ Supervisor Follow-Up Calls</u>		
(4 Weeks)	Contact the FCM and their Supervisor. Use the <u>FCM/ Supervisor Follow-Up Call Note Template</u> to document information learned in the phone call.	PQI
(4 Weeks)	Attend the FCM Follow-Up Call. Complete any follow-up required.	FCM/ FCM Supervisor
(4 Weeks)	Following the FCM/Supervisor Phone Call. Document in the <u>FCM Consents Tracking Form</u> the following: <ol style="list-style-type: none"> 1. Indicate the date consent was signed by the parent. If consent has not been received, document what plans the FCM has to obtain it. 2. Document if the review schedule is in good shape (highlight in green), needs minor revisions (highlight in yellow) or needs major revisions (highlight in red). Under the Notes section, document what specific changes need to be made. 3. Notify the FCM and FCM Supervisor of when final versions of the case schedules and case summaries are due to the PQI Leads. 4. Notify the FCM and FCM Supervisor of when binders are due to the QA Leads and where to submit them. 	PQI

Deadline	TASK	Responsible Party
(4 Weeks)	Send the <u>FCM Consents Tracking Form</u> to the QA Lead. <ol style="list-style-type: none"> 1. Clarify how the QA Lead will know which cases need to obtain consents, have minor revisions to their schedules, have major revisions and/or if no follow-up is needed. 2. Remind the QA Lead of when the final case schedules and case summaries are due to the PQI Leads. 	PQI
(4 Weeks)	Follow-up with FCMs who need to obtain consents and/or complete revisions to their case schedules.	QA Lead
<u>Final Case Preparations</u>		
(3 Weeks)	Send finalized case summaries and case schedules to the PQI Leads. If needed, send consents to the PQI Leads.	FCM/ FCM Supervisor
(3 Weeks)	Ensure finalized case summaries and case schedules are sent to the PQI Leads. Notify QA Lead of the results.	County Director
(3 Weeks)	Send interview confirmation letters to all those being interviewed. Be sure to make a copy to include in the binders.	FCM/ FCM Supervisor
(3 Weeks)	Review completed binders to ensure the following: <ol style="list-style-type: none"> 1. All 14 sections are completed. 2. The finalized case summary and case schedule is included. 3. All directions have been provided and are accurate. 4. An original copy of the consents is included in one of the binders. 5. Contact notes from the last 6 months have been provided. 6. Copies of the confirmation letters are included in the binder. 7. The County Name, FCM Name and the focus child's first name are secured to the outside of the binder. 	FCM/FCM Supervisor/ County Director
(2 Weeks)	Submit the completed binders to the QA Lead at the designated time and location.	FCM/ FCM Supervisor
(2 Weeks)	Ensure all binders are submitted to the QA Leads.	County Directors
(1 Week)	Confirm interviews by phone.	FCM/ FCM Supervisor
(1 Week)	Ensure all FCMs and FCM Supervisors have confirmed all scheduled interviews by phone.	County Directors

Deadline	TASK	Responsible Party
<u>Final Review Preparations</u>		
(4 Weeks)	Send the prepared list of contact information for County Supervisors and Directors to the PQI Leads.	QA Lead
(3 Weeks)	Confirm location of Grand Round with appropriate site staff.	QA Lead
(3 Weeks)	Send PQI Leads the number of expected attendees at the Grand Round.	QA Lead
(3 Weeks)	Provide a hard copy of the Rand McNally directions to the Hotel, Mini-Round location and Grand Round site to Deputy Director of Practice Support Administrative Assistant. <i>Ensure directions to Grand Round are accurate.</i>	PQI
(3 Weeks)	Ensure all consents, case summaries and schedules have been received by the region.	PQI
(3 Weeks)	Develop a pairing list: <ol style="list-style-type: none"> 1. Match mentor reviewers with appropriate leads or shadow reviewers. 2. Match reviewer pairs with cases that utilize their specialized skills (i.e. Independent Living cases with IL Specialists) 	PQI
(3 Weeks)	Review pairing list with State Director	PQI
(3 Weeks)	Send finalized pairing list to PQI Data Lead.	PQI
(3 Weeks)	Develop master schedule and send to the RM and QA Lead.	PQI
(3 Weeks)	Develop letters to send to the reviewers which includes the following: <ol style="list-style-type: none"> 1. The location and directions (can be an internet link) to the hotel. 2. Their confirmation numbers and check-in and check-out dates. (Any changes to these dates need to be made by the reviewer) 3. The location and directions (can be an internet link) to the Reviewer Orientation. 4. The pairings list. 5. The case summary and schedules they have been assigned to. 6. Reviewers Interview Workbook template. 7. Finalized Reviewer Contact List 	PQI

Deadline	TASK	Responsible Party
	Be sure to include letters for the Deputy Director of Practice Support and the PQI State Director.	
(2 Weeks)	Develop Reviewer Orientation PowerPoint. <ol style="list-style-type: none"> 1. Include regional characteristics as identified at the High Level Presentation and FCM Orientation. 2. Ensure all slides are appropriate for the region. 	PQI Data
(2 Weeks)	Develop Grand Round PowerPoint. <ol style="list-style-type: none"> 1. Speak with PQI Leads about who is speaking at the Grand Round and include in the PowerPoint. 2. Ensure all slides are appropriate for the region. 	PQI Data
(2 Weeks)	Develop a data template in Filemaker for the review. Include in the template: <ol style="list-style-type: none"> 1. The site date and locations 2. Listing of Region number and county names. 3. Listing of all Mentor Reviewers. 4. Listing of all Lead, Shadow and Third Party Shadows. 	PQI Data
(2 Weeks)	Send data template to others who may be entering data.	PQI Data
(2 Weeks)	Develop graph templates with Region location, date, and case number.	PQI Data
(2 Weeks)	Send the Reviewer Orientation PowerPoint, Grand Round PowerPoint, FileMaker data template, Delta Graph graphs to the PQI Leads.	PQI Data
(2 Weeks)	Send reviewer letters out to all reviewers.	PQI
(2 Weeks)	Prepare packet for Deputy Director of Practice Support and send to AA. Include the following: <ol style="list-style-type: none"> 1. Master Schedule 2. Pairings List 3. Contact List 4. Grand Round Agenda 5. Grand Round PowerPoint with notes 6. Copy of the reviewer letter with hotel confirmation number. 7. Reviewers Workbook template. 	PQI

Deadline	TASK	Responsible Party
(1 Week)	Develop Reviewer Orientation Packets. Include the following: <ol style="list-style-type: none"> 1. Pairings List 2. Master Schedule 3. Contact List 4. Reviewer Orientation PowerPoint 5. Confidentiality Form 6. 2 Copies of the Roll-Up Sheet. 7. 2 Copies of the QSR Reviewer Workbook 	PQI
(1 Week)	Ensure you have the following to bring to the review: <ol style="list-style-type: none"> 1. Extra copies of the Confidentiality forms. 2. Extra copies of the protocol books 3. Signs to identify who will be in what rooms for the Mini-Round (if applicable). 4. Staplers to staple the score sheets to the Reviewer Workbooks. 5. Copies of the Grand Round Packets. 6. Flip Chart Paper and Markers. 7. A listing of the strengths and concerns from previous reviews. 8. LCD 9. Extra copies of the QSR Reviewer Workbook 10. Printer with a ream of paper (if needed) 11. Copy of the 6 Point Analysis from the Region's 1st review 12. Copy of the CQI Plan of Action 	PQI
(1 Week)	Identify who will be bringing the supplies for the review: <ol style="list-style-type: none"> 1. LCD 2. Supply cart. 3. Boxes with the above two items. 	PQI
(1 Week)	Develop a PQI Assignment List for Mini-Rounds, Thursday night and Grand Round. Send to PQI Team.	PQI
(1 Week)	Develop and make appropriate copies of the Grand Round Packets. This includes: <ol style="list-style-type: none"> 1. Grand Round Agenda Template completed with appropriate information. 2. Ensure each agenda has a number on the back ranging from 1- 6 for the break-out sessions. 3. QSR Indicator Listing. 4. A score graph. 	PQI

Deadline	TASK	Responsible Party
(1 Week)	Develop a master list of focus children's names, case name, FCM name and reviewer names. Provide copies to PQI Lead, RM, QA Lead, and PQI Troubleshooter.	PQI
(1 Week)	Check-in with QA Lead to ensure all last minute details have been completed. Discuss with QA Lead the best way to ensure reviewers are paired with their appropriate binders at the Orientation Meeting.	PQI
<u>Set-up for Orientation Meeting for Reviewers (1st day of Review)</u>		
Review Week	Ensure someone is available for PQI Staff to enter each of the Reviewer Orientation rooms and begin set up.	QA Lead
Review Week	Get to the location early to arrange seating.	PQI
Review Week	Make sure everyone signs Confidentiality forms and they are collected and given to the QA Lead during the Reviewer Orientation.	PQI
Review Week	Review Reviewer Orientation PowerPoint presentation	PQI
Review Week	Review phone list to ensure numbers are correct and make any necessary corrections.	PQI
Review Week	Inform reviewers of who the contact person is in case of any issues or safety concerns.	PQI
Review Week	Check-in with those reviewers who haven't reviewed in a while to ensure they understand their duties.	PQI
<u>Set-up for Mini Rounds</u>		
Review Week	Ensure supervisors are aware of the location of the mini-rounds and that their role is to listen to information shared.	QA Lead
Review Week	Hang signs to identify which cases will be heard in which room (if needed).	PQI
Review Week	Ensure Facilitators have timers and staplers.	PQI

Deadline	TASK	Responsible Party
Review Week	Ensure reviewers have 2 copies of their reviewer workbook and a full copy of their roll-up sheet along with 7 copies of the last page. Be sure that the original roll-up sheet is submitted to the PQI Data Lead.	PQI
<u>Mini-Rounds</u>		
Review Week	Listen to the discussions held during the Mini-Rounds to identify the common themes among the cases.	RM/ QA Lead/ County Director/ FCM Supervisor
Review Week	Have the teams report out in the following order: 1. Any case where safety scored in the concerted action needed area (1, 2, 3). 2. Any assessments. 3. Any IA or CHINS.	PQI
Review Week	Start the timer at 20 minutes for each report out.	PQI
Review Week	Record information regarding the case using the <u>Reviewer Workbook</u> . Staple a copy of the score sheet to the notes taken.	PQI
Review Week	Assign a place for all binders and tabs to be placed.	QA Lead
Review Week	Develop a tracking system to ensure all binders and tabs have been returned by the reviewers.	QA Lead
<u>Grand Round Preparation</u>		
Review Week	Ensure the PQI Leads have the needed information to exit the building on Wednesday night, if the Grand Round is held on Thursday.	RM/ QA Lead
Review Week	Learn from the RM/ QA Lead where the PQI team will be able to prepare the Grand Round presentation.	PQI
Review Week	Ensure each PQI Team Member is aware of their assignments.	PQI
Wednesday Night	Mini-Round Facilitators bring the roll-up sheets back to the Data Lead for entry.	PQI Mini Round Facilitators

Deadline	TASK	Responsible Party
Wednesday Night	<p>DATA TEAM</p> <ol style="list-style-type: none"> 1. Ensure Mini-Round Facilitators have brought the roll-up sheets back to the Data Lead for entry. 2. Data lead enters roll-up sheets in the Regional Master file. 3. Data Lead ensures all applicable roll-up sheets are entered into the Regional Master file. <ol style="list-style-type: none"> A. Print 1 copy of all required docs. B. Verify information is correct on the 6 point analysis C. The total applicable/ non-applicable matches the total number of scored cases. <ol style="list-style-type: none"> 1. The total applicable/ non-applicable on behavior risk and emotional status match. 2. The total applicable/ non-applicable on bio-parent capacities, bio-parent informal supports, and overall bio-parent score match. 3. The total applicable/ non-applicable on current caregiver capacities, current caregiver informal supports, and overall current caregiver match. D. Verify remaining documents include all scored cases. Ensure percentages equal 100%. 4. Once all documents are correct, print 4 additional copies. 5. Print 1 copy of the # of interviews sheet. 6. Data Lead compares the Region’s current scores with their baseline scores. <ol style="list-style-type: none"> A. Include on the Region’s current scores the baseline score and an arrow indicating it the score was up or down. B. Identify the top 6 scores and the bottom 6 scores. This could be done with circles and squares or different colored highlighters. 7. Distribute a completed packet to the Regional Leads, PQI State Director, and the individuals creating graphs. 	<p>PQI Data Team</p>
Thursday	Ensure the PQI Leads have the notes taken from the Mini-Rounds.	<p>PQI Mini Round Facilitators</p>
Thursday	<p>GRAND ROUND PRESENTATION TEAM:</p> <ol style="list-style-type: none"> 1. Regional Leads prepare the presentation based on the themes seen from the cases reviewed. Begin with the highest and lowest scoring indicators. 2. As the cases are reviewed, the regional lead will write down the names of any focus children who fit the theme. 	<p>PQI Presenters</p>

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Thursday	<p>GRAPH & POWERPOINT DEVELOPMENT TEAM:</p> <ol style="list-style-type: none"> 1. Assigned individuals develop the graphs using the templates provided by the data lead. 2. Import graphs into the PowerPoint template provided by the data lead. 3. Import strengths and opportunities statements into the PowerPoint template (when available). 4. Develop next step statements for Next Steps slides. 5. Review the PowerPoint for accuracy. 6. Make any adjustments to PowerPoint based on meeting with the RM. 7. Ensure Regional Leads and PowerPoint technician have copies of the PowerPoint. 	<p>PQI Graphs & PowerPoint</p>
Thursday	<p>DEVELOPMENT OF STRENGTHS, OPPORTUNITIES, AND NEXT STEPS FOR POWERPOINT SLIDES:</p> <ol style="list-style-type: none"> 1. Develop strength statements based on the theme for the top 6 indicators 2. Develop opportunities statements based on the theme for the bottom 6 indicators. 3. Send strength and opportunities statements (either by email or flashdrive) to the PowerPoint Development team. 4. Develop case example statement for both the strengths and opportunities. 5. Provide to the Strengths and Opportunities speaker. 	<p>PQI Strengths & Opportunities</p>
Thursday	<p>MEETING WITH RM:</p> <ol style="list-style-type: none"> 1. Review with RM all scores. 2. Point out top 6 indicators and bottom 6 indicators 3. Ensure RM is comfortable with the bottom 6 indicators as their next steps. 4. Have RM identify which 2 indicators they would like to use for their CQI plan and establish dates for development of the plan. 5. Remind RM of their role during the Grand Round and determine what areas they would like to cover. Ensure the RM has 6 individuals to facilitate breakout sessions. 6. Provide any adjustments to PowerPoint (opportunities and next steps) to the PowerPoint Development team and the creator of the signs. 	<p>PQI</p>
Thursday	<p>Meet with PQI to discuss the data and trends.</p>	<p>RM</p>

Deadline	TASK	Responsible Party
Thursday	BREAK-OUT GROUPS <ol style="list-style-type: none"> 1. Create signs for the break-out groups based on the Next Steps identified by the RM. 2. Hang signs upon arrival at the Grand Round location. 	PQI
Review Week	Double check to ensure all needed supplies for the Grand Round will be there: <ol style="list-style-type: none"> 1. LCD 2. Determine whose lap-top will be used. 3. Created flip charts 4. Markers 5. Agendas 	PQI
<u>Set up for Grand Round</u>		
Review Week	Ensure the PQI staff may enter the building in a timely manner to set up for the presentation.	QA Lead
Review Week	Determine what, if any, power cords are needed to set up the Power Point projector and lap top.	PQI
Review Week	Determine a location (preferably in the back) for the Rapid Typists to set up.	
Review Week	Distribute the agenda packet.	PQI
<u>Grand Round</u>		
Review Week	Participate in the Grand Round Session	RM/ QA Lead/ County Directors/ FCM Supervisors/ FCMs
Review Week	Present materials to those present.	PQI
<u>Post QSR Activities</u>		
Review Week	Collect all binders and tabs and store for future reviews.	QA Lead

Deadline	TASK	Responsible Party
30 Days Post QSR	Prepare regional report for the region and send to Region, DCS Director, Deputy Director of Practice Support, PQI State Director, and ODM Manager.	PQI
60 Days Post QSR	Ensure copies of the regional report are forwarded to the appropriate PQI staff for incorporation into the master data and placed on the Sharepoint.	PQI
90 Days Post QSR	Meet with community stakeholders and regional DCS staff to share results of the QSR and to identify which indicators from the “next steps” section they will focus on for improvement.	RM
90 Days Post QSR	Utilize the information gained from their meeting with the community stakeholders and regional DCS staff to develop a Continuous Quality Improvement (CQI) Plan which they will present to the Deputy Directors for their input and support. PQI staff will assist in the development of this plan if necessary.	RM
90 Days Post QSR	Work with the Deputy Directors to schedule a date and time for the RM to present their plan.	PQI
As Scheduled	Work with the Executive Managers to schedule a date and time for the RM to present their updates.	PQI
As Scheduled	Provide updates to their peers at either the North or South Regional Managers Meetings.	RM