

QUICK GUIDE TO QAPI

QA = Quality Assurance:

1 Gathering Information.

This is the discovery phase - the look-back at all the reports and information you can find about how your agency has been providing care and doing business during the QAPI period.



Analyze all your reports:

Look for any patterns of internal systems failures to be addressed within the organization, or specific client patterns that need to be addressed on an individual basis.



3 Make a list

Make a list of the patterns you've identified in each subject. Your QAPI Committee will decide which patterns/problems/issues need to be corrected in order of priority. This is your Quality Assurance (QA)



(PI) Performance Improvement:

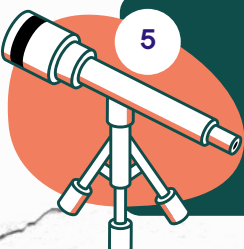
4 Address the findings

The QAPI Committee's job is to take your findings from this Quality Assurance analysis and come up with Performance Improvement Plans to address the findings.



5 Identify a pattern and discuss

Where you've identified a pattern, discuss it with your QAPI Committee/Team and document what you will do to correct/fix/change this BEFORE the next QAPI meeting. This is your Performance Improvement (PI)



6 Review the results and plans

At the beginning of the next QAPI meeting, review the results and plans from the previous QAPI and determine if the last PIs were completed, or if they need to be included in the next QAPI as well.

