PDSA QUALITY IMPROVEMENT CYCLE

This template guides you through the steps of completing a PDSA cycle and serves as documentation of the process for the purpose of the RPE grant. Grantees will submit this completed template at the same time as the Quarter 3 Performance Report. Only the Texas A&M evaluation team will receive your completed PDSA Template, however they will provide the OAG with a list of grantees who completed a PDSA cycle and the PPPC Steering Committee with summarized, de-identified data regarding the PDSA cycles.

|  |  |  |
| --- | --- | --- |
| GRANTEE NAME: | [type here] | |
| PLAN | | |
| *Collaborate with others to identify a clear desired outcome. Brainstorm multiple changes that could be made to reach that outcome then choose a single change to implement.* | | |
| **Purpose of Cycle/Desired Outcome:** *What you want to achieve* | [type here] | |
| **Possible changes that could be made to reach desired outcome:** | [type here] | |
| CHANGE | | |
| **Change being implemented:** | [type here] | |
| **How/where it is being implemented:** | [type here] | |
| **With whom it is being implemented:** | [type here] | |
| **When it is being implemented:** | [type here] | |
| **Length it is being implemented:** | [type here] | |
| DATA | | |
| **List of data needed to test the solution:**  *What information needs to be examined/collected to show if the change had an effect?* | [type here] | |
| **In your internal planning, be sure to consider:**   * **How, when, and where the data will be collected** * **Who will collect the data** * **How the data will be analyzed and by whom** | | |
| DO | | |
| *Make the change, collect the data, and take notes of any circumstances that may impact the outcome. Use the chart below to solidify and assign action steps. You may add/delete rows, as necessary.* | | |
| **Action Step** | **Person(s) Assigned** | **Date Completed** |
| [type here] | [type here] | [type here] |
| [type here] | [type here] | [type here] |
| [type here] | [type here] | [type here] |
| STUDY | | |
| **Brief overview of data analysis:** | [type here] | |
| **Summary of findings:** | [type here] | |
| **Did the change help you reach the desired outcome? (Yes/No)** | [type here] | |
| **Lessons learned:** | [type here] | |
| ACT | | |
| **Will you adopt or abandon the tested solution?** | [type here] | |
| *Decide if there is another step you can take to improve quality and repeat the cycle!* | | |