



CCHHS Documentation Team – Document Review Form

Measure: 9.2.1

Domain Team Lead:

Document Information

Document Title: Carson City Health and Human Services (CCHHS) Quality Improvement Plan (QIP)

Electronic Storage Location:

File Name:

Demonstration of Conformity to Specified Measure

Does the document contain all required components? Yes No

If not, what is missing? See **“Next Steps for Domain Team Lead”** and **“Additional Comments” below.**

Does this evidence fit with the guidance (in PHAB Standards and Measures 1.0)? Yes No

Is it reasonable and appropriate? Yes No

Are required elements flagged or highlighted to make them easier to find? Yes No

Is the document:

- Signed/dated (if appropriate)? Yes No N/A
- Current/Updated? Yes No
- Meets timeframe requirements? Yes No
- From an approved program? Yes No
- Document Cover Sheet Present? Yes No
- Measure Narrative Present? Yes No



What Does This Evidence Communicate to the Reviewer?

Does it meet the intent of the measure? Yes No

Is it appropriate based on the guidance? Yes No

Changes needed? Yes No A few changes are needed. However, the evidence presented is excellent. This is exactly what needs to be done in each measure. The cover sheet clearly shows where the evidence is. The evidence is highlighted and responds to what is asked for in the guidance. Great job!

In What Way Would The Evidence Be Assessed?

How well does it meet the PHAB requirements?

Fully (3) Largely (2) Slightly (1) Not Demonstrated (0)

What are the strengths?

Narrative well written. Cover sheet excellent. I could easily find the referenced evidence in your QIP. It is fine to highlight all the evidence even though it would be fine to highlight the titles (headings) only. Your description is so good in the cover sheet that highlighting the titles only would be sufficient. Not a problem, just a comment. #1 part b (culture of QI) needs to be highlighted.

What are the weaknesses?

See my comments in “Next Steps for Domain Team Lead” regarding part f (Goals and Objectives).

Review Information

Reviewer(s) Name(s):

Kathy Rice

Review Date:

5/14/2014

Documentation Status:

Accepted

Conditionally Accepted

Rejected



Next Steps for Domain Team Lead:

I would suggest for part f: A written objective is needed instead of just writing Objective 1 etc.

Here is my suggestion for Objective 1 as an example:

Objective 1:

Conduct QI Training for Division Managers

Activities:

- a. Conduct QI education sessions at division manager meetings for at least six months initially.
- b. Develop a system of ongoing QI training for division managers.

Timeline:

- a. Complete by December 31, 2013.
- b. Implement by January 31, 2014.

Responsible:

PMT under direction of the Department Director.

The information is all there, but I would write out the objective and be clear in your activities section on what you are actually going to do.

Additional Comments:

Minor detail: On page 16 A. QI “principals” should be QI “principles”.

I also suggest that you put the version and date on every page of the document. That way if any part of the document is separated from the QIP document, you know which version you are seeing. Also, the way the version and date are written on the cover is potentially a little confusing. I think it is version 1.1, May 2014. Even if I am right, I’m not sure by looking at it the way it is currently written.

As a reviewer for this measure, I am only reading the parts of the QIP asked for in the guidance. So I did not read the entire QIP. However, what I see is impressive. The QIP appears well thought out and the evidence is there for this measure.