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| Objective 1: By March 1, 2016, the QI Team will increase by one, a risk reduction plan/policy that addresses bed bugs for home visiting staff. |
| What | **Who** | **When** | **Deliverable/Measure** |
| Research & analyze existing bedbug plans of other agencies | Brian | 12/18/15 | Minimum of 3 plans gathered |
| Select parts of existing plans that best meet our needs & develop outline | QI Team | 12/18/15 | Selections on a list & outline developed |
| Develop initial draft -Develop a standardized questionnaire for staff to utilize prior to providing services & add to plan -Develop an internal process for staff regarding who to contact at the Health Department, what to do for questions & add to plan-Establish a routine internal training plan | Brian, Linda, Lisa, Jenna | 1/30/16 | Draft plan (Created during 3 meetings: December 16, 2016; January 12, 2016; February 1, 2016)  |
| Distribute to QI Team & Director for review; revise documents | Brian | 2/7/16 | Revised plan sent to QI team via e-mail on 1/18/16 |
| Distribute plan to all staff & Board of Health | Brian | 3/30/16 | Adopted plan, sent to all staff on 3/23/2016, on agenda for BOH in April  |
| Objective 2: By March 30, 2016, the QI Team will educate staff regarding bed bugs to reduce fear levels from 5 to 4.  |
| What | **Who** | **When** | **Deliverable/Measure** |
| Educate home visiting staff about the plan/policy | QI Team  | 3/30/16 | PowerPoint presentation (Jenna)  |
| Update internal bed-bug training | Jenna | 3/30/16, ongoing | PowerPoint presentation (Jenna)  |
| Educate all staff who do pre-admissions regarding the pre-assessment questionnaire | Linda & Lisa | 2/12/16 | All pre-admission staff educated |
| Review existing handouts for clients & revise if necessary | Jenna & Kara R. | 1/30/16 | Updated handout 1/14/2016  |
| Test materials with target audience & revise if necessary | Jenna & others | 3/30/16 | Updated handout—28 home care/nursing clients reviewed bed bug materials. Feedback was mostly positive and constructive, only two individuals stated it wasn’t easy to read or understand. 4 of the 28 were somewhat unclear on how to treat for bed bugs following reading the material; the other 24 respondents felt they now understand how to treat for bed bugs. Changes made included: larger font size, less words, removing the bullet point on freezing bed bugs due to confusion.  |
| Educate staff regarding use of the handouts; distribute to home visiting staff | Jenna | 3/30/16 | All appropriate staff trained (at March in-service)  |
| Place educational document in intake packets & distribute | Linda & Lisa | 3/30/16 | Materials in use, questionnaire being complete on all new admits  |
| Objective 3: Develop budget for bed bug control |
| What | **Who** | **When** | **Deliverable/Measure** |
| Determine whose budget bed bug control would fall into for the long term | QI Team | 7/1/16 | Included in budget. |
| Budget for, purchase personal protective equipment & train on use of  | Linda, Brian & Lisa | 3/30/16 | PPE for appropriate staff—in Linda’s budget. Trained on 3/29/2016. |
| Determine if a washer/dryer is necessary; determine which budget it goes into and if necessary, purchase | Brian/Linda  | 7/1/16 | Developed budget—on back burner until new building or relocation is confirmed (consider pest field kit items and monitoring devices for HHC). Can come from Linda’s when needed.  |
| Conduct evaluation with staff to determine if levels of anxiety decreased and fulfill QI requirements: documentation & storyboarding | Lisa/Jenna  | 7/1/16 | Evaluation to home care aides following in-service/education on protocol. Fear level decreased nearly one point on 1-10 scale.  |
| FUTURE PLANS- |  |  |  |
| What | **Who** | **When** | **Deliverable/Measure** |
| Develop a community education plan including: client education, community meeting education, community forum, get the right people at the table, determine what is needed, etc.  | QI Team | 7/1/16 | Included in budget. Community meetings (public, home health staff, and community leaders) to be held during Bed Bug Awareness Week, June 6-10, 2016.  |