|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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. |