

Date: 3/5/13

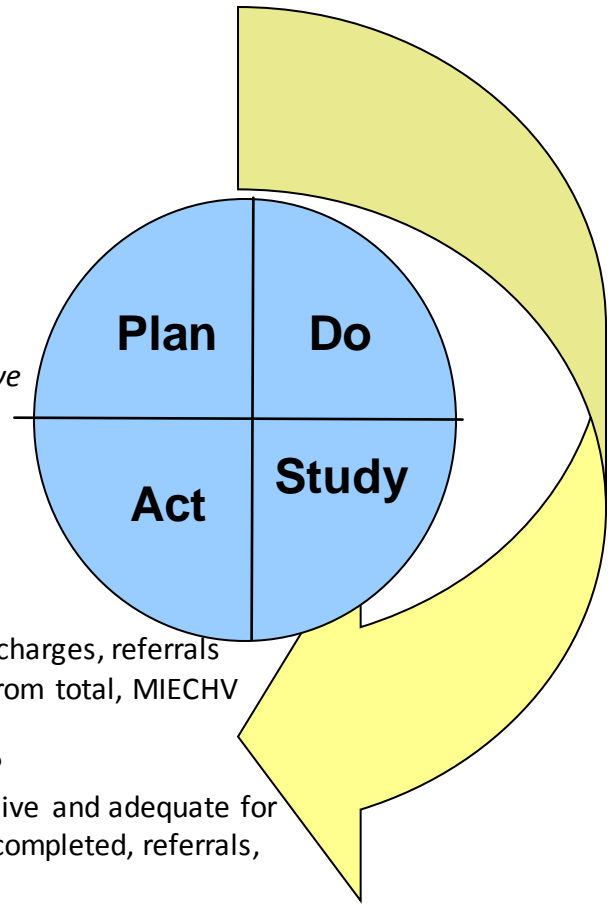
PLAN

Objective for this cycle

- *Does the new Monthly Data Update Template have all the right fields and provide instructions that elicit adequate responses.*

Specific questions to address:

1. Are the new fields helpful (i.e. children served, discharges, referrals completed from this month, referrals completed from total, MIECHV referrals)?
2. Are new instructions/prompts/definitions helpful?
3. Is data reported on the new template comprehensive and adequate for program improvement (i.e. caseload, home visits completed, referrals, enrollments)?



Predictions/Hypotheses

- *The new Monthly Data Update Template will provide comprehensive data to reflect site updates.*

Plan

For test: *who, what, when, how, where*:

Who – Kelly Traylor - Northeastern NFP and Ann Stroupe - Gaston NFP; and, Jan Williams – HF Durham, Dollie Adcock – CVHF, and Nickey Reato-Stamey – MYHF

What – Revised MIECHV Monthly Data Update Template

When – NFP tested 1st revision before Kaizen event and are testing the 2nd revision which was revised at the Kaizen to be completed by June 10th. HFA will have tested the 1st revision by July 10th

How – All supervisors listed above will use the new template and provide feedback

Where – Healthy Families Durham, Mitchell-Yancey, and Catawba Valley; and, NFP Northeastern and Gaston programs

For data collection: *who, what, when, how, how long*:

Who – Shruti Mehta

What – Responses to the 3 qualitative questions listed above

When – By July 15th, 2013

How – Supervisor interviews and feedback by email

How Long – One month

DO Carry out the change/test.

- *Collect data.*
- *Note when completed, observations, problems encountered, and special circumstances*

STUDY Analyze and summarize data (quantitative and qualitative)

- *What went well?*
- *What could be improved?*

ACT Document what was learned and plan next cycle

- *Should Adapt, Adopt, or Abandon the change?*
- *What adaptations are needed?*
- *Are you confident that you should expand size/scope of test?*

PDSA Cycle Tracking Form

Name of Person Testing Change: _____

Change Tested: _____ MIECHV Monthly Data Update Template _____

Cycle No.	<u>PLAN</u>	<u>DO</u>	<u>STUDY</u>	<u>ACT</u>
	<ul style="list-style-type: none"> • What did you test? • How did you test it? • Who and how many did you test it with? 	Date Tested	<ul style="list-style-type: none"> • What did you learn? • What worked well? • What could be improved? 	<ul style="list-style-type: none"> • How will you adapt the change?
1	<p>Tested whether the new Monthly Data Update Template has all the right fields and provides instructions that elicit adequate responses.</p> <p>This will be tested through collection of qualitative data related to these three specific questions:</p> <p>1) Are the new fields helpful (i.e. children served, discharges, referrals completed from this month, referrals completed from total, MIECHV referrals)?</p> <p>2) Are new instructions/prompts/definitions helpful?</p> <p>3) Are data reported on the new template comprehensive and adequate for program improvement (i.e. caseload, home visits completed, referrals, enrollments)?</p> <p>Test Cycle 1 included 2 NFP supervisors and 3 HFA supervisors.</p>	7/15/13	<p>Dollie Adcock – CVHF: I thought the new form was very easy to use. It's a great way to reflect on the program's case weight and current caseload. I found the prompts and definitions very helpful.</p> <p>No improvements suggested, I thought it was comprehensive and adequate for the program involvement.</p> <p>Assess definition for 'target children'.</p> <p>Nickey Stamey – MYHF: The new template allowed me to learn as the program manager the program areas I need to be more conscientious about and to elicit feedback from program staff. The questions asked and data captured worked well. Formatting could be improved. Perhaps have all the numerical data fields on one page and then have a separate page for</p>	<p>Make formatting changes to group all numerical data fields within the same section and all narratives within same section.</p> <p>Consider adding new fields to HFA report for HV completion rates.</p> <p>Definition for 'target children' was revised on HFA data definitions document. The NFP document was defining it slightly differently and so it was not altered.</p>

			<p>narrative data.</p> <p>Jan Williams / Nina Kane – HFD: Nina: The new fields are helpful because they show a more complete picture of what's going on in the program than they had previously. The trajectory between referral to enrollment to active client to graduation is much clearer now when I look at the data. Definitions seem clear and helpful.</p> <p>Jan: As a supervisor, it's much easier to understand the monthly data now that the discharge column has been added. I like the layout of the form much better---I can read it without squinting. The narrative questions provided good discussion amongst the team, and I actually learned some things about the team that I didn't know. We'll continue doing the narrative questions as a group. The definitions seemed clear to me. It also is very helpful to have the table built into the form that automatically computes caseload weight. The form makes me be faithful to calculating program case weight each month, where as previously it just seemed like such a daunting task.</p> <p>Ann Stroupe – Gaston NFP: I do like having the new fields to look at regarding referrals. This</p>	
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			<p>helps me when I am having 1:1 with my staff. I do find the new questions helpful. It gives the opportunity to present problems for consultant. It also helps make me aware of things that I may be falling behind in and need to improve.</p> <p>Kelly Traylor – NEC NFP: Suggestion to have all the numerical fields together and the narrative sections together.</p>	
2	Revised both NFP and HFA updates to incorporate feedback from Cycle 1 and re-test with all seven sites.	8/20/13	No problems noted from sites and tool was used effectively for monthly submission.	Adopt the monthly update template.
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