



## Whatcom County Health Department QI/QP Project Definition Document

<p><b>Project Name:</b> <b>Vaccine Program Data Flow</b> <i>1-3 word Identifier</i></p>	<p><b>Sponsor(s):</b> <b>Performance Mgmt Council</b> <i>Who is governing and resourcing this project?</i></p>
<p><b>Problem/Opportunity:</b>  <b>Currently the processes for entering, retrieving, and reporting Vaccine Program activities related to AFIX site visits, provider TA, and wastage are inconsistent, redundant and time consuming. This results in staff frustration, lost opportunities to work on other perhaps more essential program components, and reduced ability to schedule and track our activities. Improving the efficiency of VFC Flow processes will provide PHN's more technical assistance time with provider practices, resulting in an increase in childhood immunization rates.</b>  <i>1-3 sentence description of the problem/opportunity (without assumption of cause or solution) and why it is important (impact on Dept./Division strategic goals)</i></p>	
<p><b>Measure(s):</b>            # of number of steps to complete Vaccine Program activities            # of steps spent entering data, retrieving data, reporting data.  <i>The quantitative indicator(s) which would demonstrate performance had improved. More than 2-3 measures may indicate lack of focus</i></p>	<p><b>Target(s):</b>            At least a 30% reduction in the number of steps required to complete Vaccine Program activities   <i>How much improvement is expected/hoped for?</i></p>
<p><b>Mission:</b>  <b>Reduce amount of steps required to enter, retrieve and report Vaccine program data by at least 30% by July 2, 2012.</b>  <i>1 sentence declaration as to what the project team is to do (without assumption of cause or solution)</i></p>	
<p><b>Process(es) to be addressed:</b>            Data Entered to Data reported   <i>Describe the boundaries (the "start" and "stop") of the process(es) to be improved/built</i></p>	<p><b>Customer(s):</b>            Data users (State, providers, mgmt, staff)             Who is/are the PRIMARY recipient(s) of the "output" or service?</p>
<p><b>Team Leader:</b>            Alice Simmons  <i>Who is primarily responsible for the conduct and success of this project? (Ideally, will coincide with the process owner)</i></p>	
<p><b>Team Facilitator:</b>            Susan Sloan  <i>Who will be assisting the leader with QI methods and tools and group process facilitation?</i></p>	
<p><b>Team Members:</b>  <b>Alice Clayton, Alice Simmons, Connie Kelley, German Gonzalez, Susan Sloan, and Terry Hinz</b>  <i>Who will be active participants on the project team? Ensure representation of process steps and other key stakeholders.</i></p>	
<p><b>Constraints:</b>            State requirements are not flexible.   <i>Are there time, space, financial, system, policy, organizational or other constraints that the team leader and members should be aware?</i></p>	<p><b>Assumptions:</b></p> <ul style="list-style-type: none"> <li>• Availability of IT expertise</li> <li>• There will be adequate staff time to do this project.</li> <li>• Whatever we design can be sustainable and still meet state requirements.</li> </ul> <p><i>Are there assumptions re resources, support, level of empowerment that should be clarified in advance?</i></p>
<p><b>Target Start Date: March 27</b></p>	
<p><b>Target End Date: July 2</b></p>	
<p><b>Process Owner(s):</b>            Alice Simmons            May 1, 2012</p>	