

Date ___02/2013_____

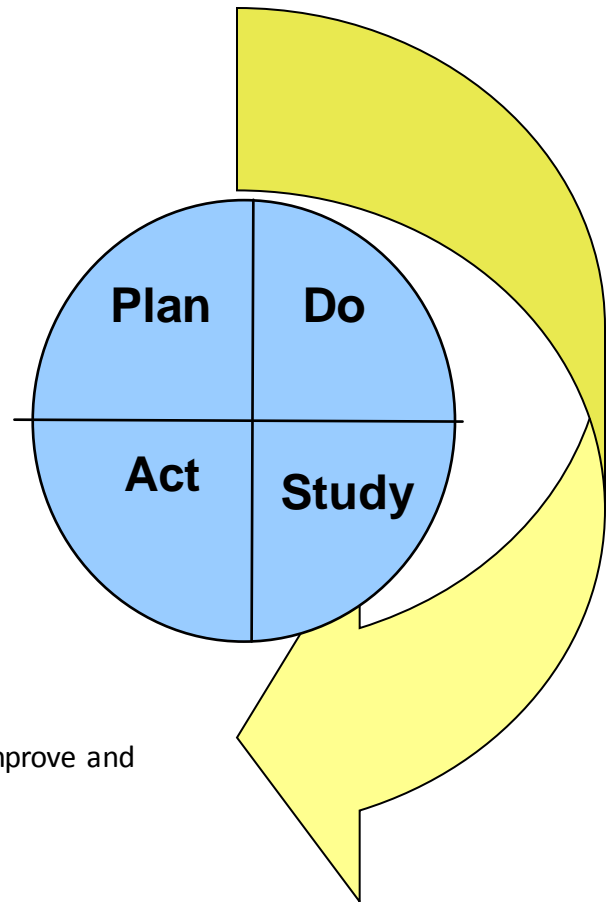
PLAN

Objective for this cycle

- *Assess whether the data discussion form helps sites to make more meaningful use of the data to improve services.*

Specific questions to address:

1. Is the form clear and easy to understand?
2. Are programs able to complete the form quickly?
3. Is the data discussion form useful in helping you improve and strengthen your program?



Predictions/Hypotheses

- *The data discussion form will be used by pilot sites to generate discussion around data with program staff and also be used as a tool to communicate with state team.*

Plan

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

Dollie Adcock (HFA supervisor) and Ann Stroupe (NFP supervisor) will review the form and answer the qualitative questions above through phone conference by 5/16/13.

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

Shruti Mehta will collect data on qualitative questions listed above through phone conference with testers by 5/16/13.

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: _____

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>Ann Stroupe: I think the form will be a great help. I like the idea of having it to share with my team so they can see where we stand. I don't think it would take long to gather this data.</p> <p>Melissa Barnes: I do feel the form is easy to understand, and I think we will be able to complete the form quickly. I also think the form will better help us as a team to understand our numbers; we will be able to analyze trends, whether they be upward or downward trends. We will also be able to discuss/analyze the areas where we need improvement. All of the aforementioned points will definitely aid us in strengthening our program.</p>	We will adopt the form.

1			<p>Dollie: Very easy to understand and clear and specific. Really like this b/c when the report is sent every month, she finds there's no where to really add narratives or notes on the data but this form provides you a place for this. It would be helpful in team mtgs. b/c everyone can give input and notice as a group the data trends and improvements/processes that might need to be addressed. Right now when looking at the report, it's just numbers and this form would give a nice focus to the narrative of what we want to look at. No improvements needed to the form at this point.</p>	<p>We will adopt the form.</p>
2		06/2013	<p>Kelly indicated that she provided the compiled data report to all NHV prior to their team meeting, giving them a chance to review the data and be prepared to discuss during review of data discussion form. She indicated that this process seemed more effective for her team. She also is alternating facilitation of the data discussion form during the meetings to create buy-in from team members.</p>	<p>The process by which the site used this form was adapted to generate more buy in and feedback from staff. The site will use the form again and then QI team will look to scale up to all 7 MIECHV sites.</p>
3	<p>Is the Data Discussion Form duplicative in comparison to the new Monthly Update Form? Is any of this duplicated information unnecessary? This will be tested by Jan and Kelly during submission of July data.</p>	08/15/2013	<p>Kelly: I do not feel that any of these questions are unnecessary. The entire team participates in this form whereas with the Monthly Update, Teresa and I are doing the leg work</p>	<p>Information collected on data discussion form is not seen as duplicative to the monthly updates and so we will adopt the form as is.</p>

			<p>for this form. As stated previously, having the Data Discussion form helps us to have buy-in from the entire team.</p> <p>Jan: As designed, the two forms are not redundant because the Data Discussion Form refers to data from two months previous, while the HFD Monthly Report refers to data from the previous month.</p> <p>I am using both months' data during our discussion time. For example, last Friday when we met, we looked at data from June (from the compiled sheet that Shruti sent us), but we also looked at the data from July using the HFD Monthly Report form. My staff continues to be interested in talking about the data from the month they just finished, not only the data from two months ago. But that is probably particular to my program.</p> <p>I really like using the two months of data in combination. So, on the data discussion form, Shruti, you are actually getting our feedback both from the compiled data sheet and the previous month's HF Monthly report. It's working well for us that way.</p>	
4	Test use of data discussion form with two additional MIECHV sites to determine if it is helpful to improve and strengthen your program? Test	9/16/13 Both sites have	Gaston: Team thought that it was very helpful to look at data and compare month to month and also	Adopt form and continue to collect feedback from sites as needed to

	<p>with Gaston County NFP and Catawba Valley Healthy Families. Sites will submit their completed data discussion form by Sept. 10, 2013.</p>	<p>schedule conflicts and will not have team meetings until after the 10th and so the deadline was extended for this first submission to 09/17/13</p>	<p>to look at data from other sites.</p> <p>CVHF: Staff is willing to use this form during staff meetings to compare data and revisit barriers/action plans.</p>	<p>assess usefulness of this form.</p> <p>If additional changes are not necessary to this form, expand use of the form to remainder of 3 MIECHV sites by end of 2013.</p>
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