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| **CQI STORYBOARD TITLE:**  |
| Agency: |  | Address:  |  |
| Contact Person: |  | Contact Email: |  | Date Submitted: |  |

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| **1. Aim statement** | **2. PLAN** | **3. DO** |
| Statement of what you are trying to accomplish (aim), how you will know if a change is an improvement (measurement), and what change will result in improvement (method).Define the start date, end date, and team leader. | Define the problem and expected outcomes. Identify potential causes and change solutions. Select change solution(s). | Develop action plan(s). Identify data measuring both the change and change results (process and outcome measures). Implement planned change and collect data. |
| **4. STUDY** | **5. ACT** | **6. FUTURE CQI** |
| Describe the plan in which the data will be collected and analyzed. Analyze both the change process and the results. | Recommend the next steps towards process improvement. | Define any future plans for process evaluation and/or areas for improvement. Include lessons learned throughout the process. |

 Revised 11/10/2016