

Maintain Percentage Rates of Form Completion

Agency: Phelps-Maries County Health Department (PCHD)

Address: 200 N Main Street, Suite G-51, Rolla Mo 65401

Contact Person: Kelly Beisser, MSW

Contact Email: Kelly.Beisser@phelpscounty.org

Date Submitted:
04/03/18

1. AIM STATEMENT	2. PLAN	3. DO
<p>The PCHD will continue to maintain above 90% completion rate of form completion. This rate will be reported by data entered into the RedCap system. The start date began on 11/1/2017 and ended 04/01/2018.</p>	<p>The PCHD has continues to complete forms in a timely manner. After setting this plan and reviewing the data, the PCHD will continue to keep above a 90% rate or higher.</p>	<p>Each month or twice a month, data will be obtained from RedCap excel sheets and reviewed during supervision. The results will be discussed on a weekly basis until the information is correctly entered into the RedCap system.</p>
4. STUDY	5. ACT	6. FUTURE CQI
<p>The plan is to maintain at this a 90% completion rate of form completion. During the review period. The data was reviewed approximately nine times and discussed fifteen times. The form completion rate remained above 90%. The rate did decrease 3% due to a review of the data by RedCap. Two out of three dates</p>	<p>The current plan of reviewing the data from RedCap during each supervision as well as bi-monthly continues to remain the practice from the PCHD. The data will continue to be entered in a timely manner.</p>	<p>Our site has learned to review the data often and discuss within the team. Our future plan continue to improve the current completion rate and remain above the 90% mark.</p>

were invalidated due to completing the forms too early and one date was due to a client who was being discharged from the program. Overall, the forms completion rates remain high.