

SCMCAA: COMPREHENSIVE PROGRAM EXPLANATION

Agency: SCMCAA

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1. AIM STATEMENT

The aim of SCMCAA EHS/HBO for the next 3 months is to do the following. Increase post enrollment and age forms from 62% to 70% by April 30, 2018

2. PLAN

- Home visitors will organize lesson plans to have any and all needed forms included in the family's home visit packet for that week.
- Supervisor will set up a spreadsheet with due dates to ensure the home visitors know the correct date to completed the needed forms and which forms are needed at that time.
- Supervisor will ensure that data is entered on time by checking data each Monday.

3. DO

Plan of action developed by SCMCAA EHS/HBO is as follows: Home visitors will have the forms printed off and ready to go so that when it comes due, it will already be ready. We will put the forms in the family's folders so that it is readily available when needed.

4. STUDY

5. ACT

6. FUTURE CQI

- Home visitors will organize the needed info in the families folders has helped us to increase our numbers by a small margin (62% to 70%)
- Home visitors and supervisor will learn to manage our time and make sure the needed info is in REDCap on time has helped us improve our percentage rates.

- Home visitors will set aside a day each month to get data entered and track the completed forms on a spreadsheet. This should ensure that it is being done at the proper time. Also, the supervisor will set aside time each Monday to go over REDCap data and ensure that that forms are being entered.

We will revisit our goal on the next level one meeting. We will have an open discussion about where we are now and how to improve. We will also discuss any changes that need to be made or any new suggestions that have arose since the establishment of this PDSA.