

Increasing Post-Enrollment and Age Forms with Changes to the NFP Data Forms Checklist

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1. AIM STATEMENT	2. PLAN	3. DO
<p>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).</p> <ul style="list-style-type: none"> By September 30th, 2018, St. Louis NFP will increase the percentage of post-enrollment and age form completion from 56% to 71%. <p>Start date: 10/26/17 Follow up date: 1/11/18, and then revised to 6/1/18 End date: 9/30/18 Team Leader: Lauren Stone</p>	<p>Define the problem and expected outcomes. Identify potential causes and change solutions. Select change solution(s).</p> <ul style="list-style-type: none"> Brainstormed root causes and solutions for CQI project. Root Causes: too many forms, inactive clients, getting used to REDCap forms, post-enrollment dates are hard to remember Solutions: Cheryl to continue updating nurses on what's due/late. Will write in pencil the dates the post-enrollment forms are due in the space allotted on the "Data Forms Checklist", then as the post-enrollment forms are completed, nurse will write the completed date in pen. 	<p>Develop action plan(s). Identify data measuring both the change and change results (process and outcome measures). Implement planned change and collect data.</p> <ul style="list-style-type: none"> Will follow up with the nurses at each team meeting to see how process is working. Will monitor percentage results received from the state and change plan accordingly
4. STUDY	5. ACT	6. FUTURE CQI
<p>Describe the plan in which the data will be collected and analyzed. Analyze both the change process and the results.</p> <p>Will assess if percentages are increasing, decreasing, or remaining stagnant on a monthly basis, and discuss these results with nurses. The February report shows our completion rate is at 79.06%, which surpassed the goal. The most recent rate for April data shows us at 76.92%, which still surpasses the goal.</p>	<p>Recommend the next steps towards process improvement.</p> <p>Continue asking nurses about process with post-enrollment and age forms, and having OSR send reminders. Continue following up with monthly percentages.</p>	<p>Define any future plans for process evaluation and/or areas for improvement. Include lessons learned throughout the process.</p> <p>Lessons learned include that if we focus on the outcome and work together, we will likely have the result we want.</p>