

**QUALITY IMPROVEMENT PROJECT PROPOSAL AND REPORTING TEMPLATE**

Facility:
Contact:
Title of the Project: HIV Treatment Adherence (Medication):
Current HIV Treatment Adherence Rate:

**Goal Statement:**

**Team Members:**

PLAN	<p>Here is where you could lay out your plan for improving your HIV Treatment Adherence rate including:</p> <ul style="list-style-type: none"> <li>• Will we convene a Quality Improvement Team?</li> <li>• How will we determine if this is a service delivery issue or a systems issue?</li> <li>• How will we report my data and to whom?</li> <li>• Who of us is responsible for doing what?</li> <li>• How are we including consumers in our process?</li> <li>• When will we do all this by?</li> <li>• Who do we need buy-in from to achieve this goal?</li> </ul>
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DO	<p>In this section you could describe what change(s) you are going to make to improve your HIV Treatment Adherence rate including:</p> <ul style="list-style-type: none"> <li>• Are we changing a widget, a system, the way we document care? Define the change</li> <li>• How will we know if our change is working? Decide how you will evaluate your change.</li> <li>• Who will implement the change? Pick one provider and one set of patients; start small, think big and grow!</li> <li>• When will do these changes and evaluations? Set measurement goals and evaluation points.</li> </ul>
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STUDY	<p>In this section you could flush out your evaluation methods and data sources including:</p> <ul style="list-style-type: none"> <li>• Where will our data come from?</li> <li>• When will we review our data, before the submission date or after?</li> <li>• Who will review our data, a Quality Improvement Team?</li> <li>• Who is responsible for compiling our data and presenting it?</li> <li>• What will we do if our project is working?</li> <li>• What will we do if our project isn't working?</li> </ul>
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ACT	<p>In this section you could talk about what steps will come once the initial outcome data is reviewed including:</p> <ul style="list-style-type: none"> <li>• If our project is working, will we implement facility-wide?</li> <li>• Who do we need buy-in from to implement?</li> <li>• When are we going to act? What is our deadline for changing the way we do things?</li> </ul>
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**IMPORTANT CROSS-PARTS QUALITY IMPROVEMENT PROJECT (QIP)  
SUBMISSION DATES**

There is no reason to wait to start to improve quality. Work to measure and improve quality should be planned to start as soon as possible. Earlier submission will be greatly appreciated.

Quality Improvement Project Submission Dates	<p><b>QIP Proposal Including Baseline Data Due:</b> May 31, 2015 with preferred submission by April 30, 2015.</p> <p><b>Quarterly Reports Due:</b></p> <p><b>1<sup>st</sup> Quarter Data Due:</b> July 1, 2015  <b>2<sup>nd</sup> Quarter Data Due:</b> October 1, 2015  <b>3<sup>rd</sup> Quarter Data Due:</b> January 1, 2016  <b>4<sup>th</sup> Quarter Data Due:</b> April 1, 2016</p>
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