

QAPI Five Elements	Goals	Tools
<b>Element 1 – Design and Scope</b>	<b>Learn the basics of QAPI</b> <ul style="list-style-type: none"> <li>• Review QAPI five elements</li> <li>• Understand how QAPI coordinates with QAA</li> </ul>	<a href="#">QAPI Five Elements</a>  <a href="#">QAPI at a Glance</a>  <a href="#">QAPI News Brief - Volume 1</a>
	<b>Assess QAPI in your organization</b>	<a href="#">QAPI Self-Assessment Tool</a>
	<b>Create a structure and plan to support QAPI</b>	<a href="#">Guide to Developing Purpose, Guiding Principles and Scope for QAPI</a>  <a href="#">Guide for Developing a QAPI Plan</a>
<b>Element 2 – Governance and Leadership</b>	<b>Understand the QAPI business case</b>	CMS Video: <a href="#">Nursing Home QAPI – What’s in it for you?</a>
	<b>Promote a fair and open culture where staff are comfortable identifying quality problems and opportunities</b> <ul style="list-style-type: none"> <li>• Know your current culture</li> <li>• Assess your individual skills, practice, attitude</li> <li>• Create a learning organization that drives and reinforces a process for organizational change</li> <li>• Distinguish between human error, at risk, and reckless behavior, and respond differently/ appropriately to each</li> </ul>	<a href="#">QAPI at a Glance</a>  <a href="#">QAPI News Brief - Volume 1</a>

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<b>Element 2 – Governance and Leadership</b>	<b>Create a Culture that embraces the principles of QAPI</b>	<a href="#">QAPI at a Glance</a> <a href="#">QAPI News Brief - Volume 1</a> <a href="#">QAPI Leadership Rounding Tool</a>
	<b>Promote engagement and commitment of staff, residents and families in QAPI</b>	<a href="#">QAPI at a Glance</a> <a href="#">QAPI News Brief - Volume 1</a> <a href="#">Examples of Performance Objectives for Job Descriptions and Performance Reviews</a>
	<b>Involve residents and families</b> <ul style="list-style-type: none"> <li>• Focus on the customer needs and expectations</li> </ul>	<a href="#">QAPI at a Glance</a> <a href="#">QAPI News Brief - Volume 1</a>
<b>Element 3 – Feedback, Data Systems and Monitoring</b>	<b>Use and make data meaningful</b> <ul style="list-style-type: none"> <li>• Identify what you need to monitor</li> <li>• Collect, track, and monitor measures/indicators</li> <li>• Set goals, benchmarks, thresholds</li> <li>• Identify gaps and opportunities</li> <li>• Prioritize what you will work to improve</li> <li>• Use data to drive decisions</li> </ul>	<a href="#">Measure/Indicator Development Worksheet</a> <a href="#">Measure/Indicator Collection and Monitoring Plan</a> <a href="#">Instructions to Develop a Dashboard</a> <a href="#">Goal Setting Worksheet</a> <a href="#">Prioritization Worksheet for Performance Improvement Projects</a>

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<b>Element 4 – Performance Improvement Projects</b>	<b>Implement performance improvement projects</b> <ul style="list-style-type: none"> <li>• Focus on topics that are meaningful and address the needs of residents and staff</li> <li>• Charter PIP teams</li> <li>• Support staff in being effective PIP team members. Use tools that support effective teamwork.</li> <li>• Plan, implement, measure, monitor, and document changes, using a structured PI approach</li> </ul>	<a href="#">Worksheet to Create a PIP Charter</a>  <a href="#">PIP Launch Checklist: Helpful hints for project leaders, managers, and coordinators</a>  <a href="#">Plan-Do-Study-Act (PDSA) Cycle Template</a>  <a href="#">PIP Inventory</a>  <a href="#">Sustainability Decision Guide</a>  <a href="#">Brainstorming, Affinity Grouping, and Multi-Voting Tool</a>
	<b>Enhance QAPI communications</b>	<a href="#">QAPI at a Glance</a>  <a href="#">Communications Plan Worksheet</a>  <a href="#">Storyboard Guide for PIPs</a>  <a href="#">Improvement Success Story Template</a>
<b>Element 5 – Systematic Analysis and Systemic Action</b>	<b>Understand and focus on organizational processes and systems</b> <ul style="list-style-type: none"> <li>• Model and promote systems thinking</li> <li>• Practice RCA – get to the root of problems</li> <li>• Take action at the systems-level</li> </ul>	<a href="#">Guidance for Failure Mode and Effects Analysis (FMEA)</a>  <a href="#">Guidance for Root Cause Analysis (RCA)</a>  <a href="#">Flowcharting</a>  <a href="#">Five Whys</a>  <a href="#">Fishbone Diagram</a>