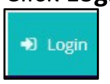
Continuous Quality Improvement (CQI) Plans for Providers

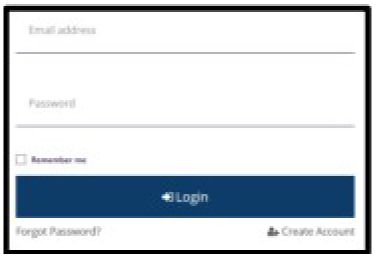
CQI Plans allow for the Organization to create and track relevant information regarding actions that the program wishes to complete in order to reach certain goals.

1. Go to www.papdregistry.org.

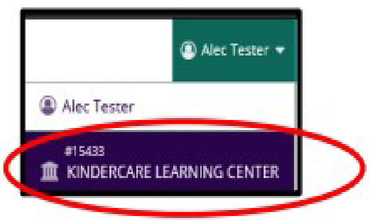
2. Click **Login** on the top right corner.



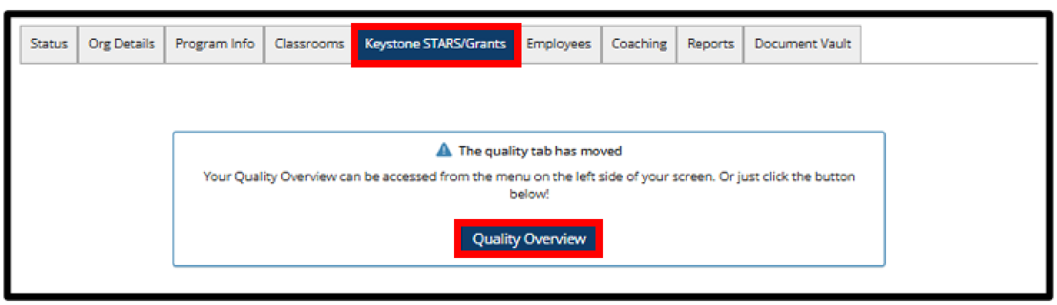
3. Enter your email address and password, then click **Login**.



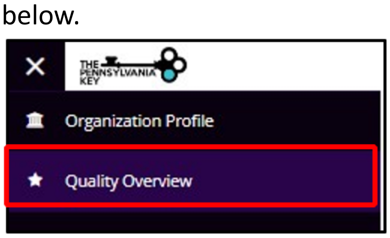
4. As an Organization Administrator, click on the name of your organization from the top righthand corner drop-down menu.



5. Within your organization's profile, select **Keystone STARS/Grants** tab and click **Quality Overview** underneath.



Note: You may also access the Quality Dashboard from the left-hand menu by selecting **Quality Overview** shown below.



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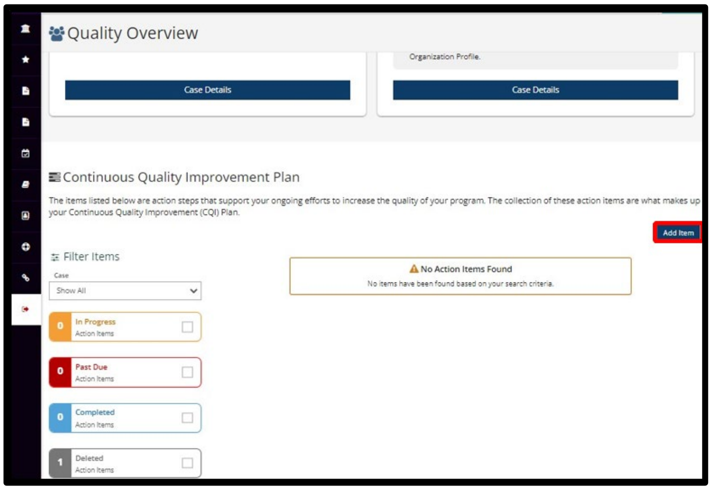
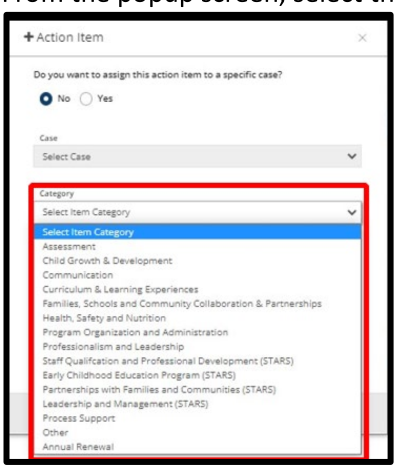
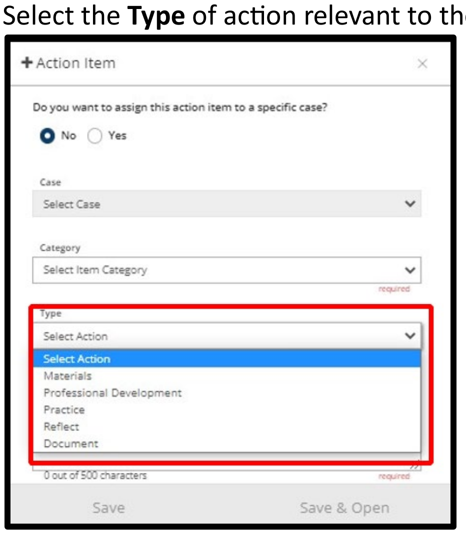
6. Scrolling to the bottom section of the page you will see the Continuous Quality Improvement Plan Section as shown below. Click **Add Item** to add a new Action Item.



7. From the popup screen, select the Item **Category** from the List provided in the dropdown for Category.



8. Select the **Type** of action relevant to the Action Item



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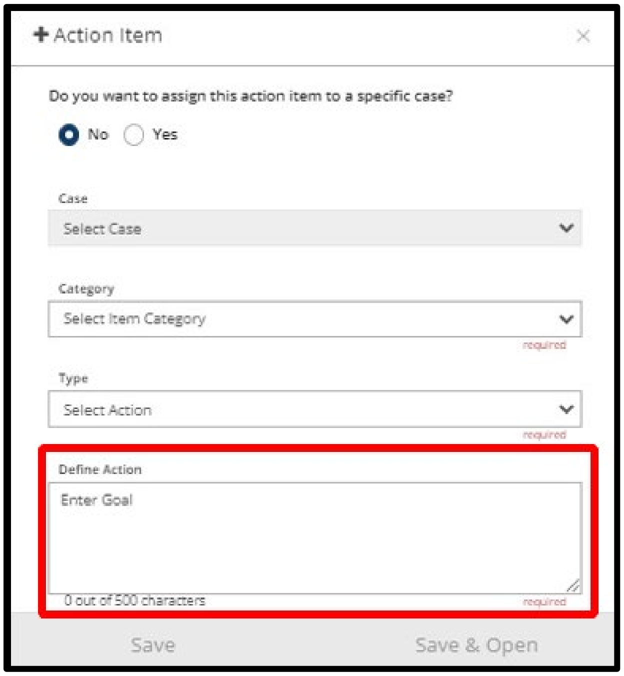
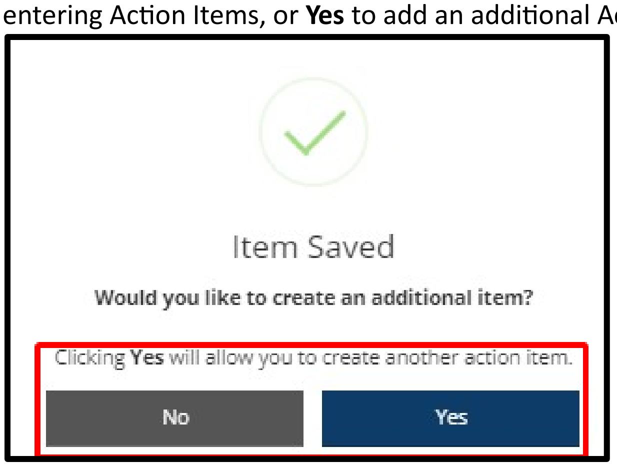
9. Define the action narrative that you wish to achieve under **Define Goal**.



10. Click **Save** to submit the Action Item.

11. A popup confirmation will appear asking if you wish to create an additional item. Select **No** if you are finished entering Action Items, or **Yes** to add an additional Action Item.



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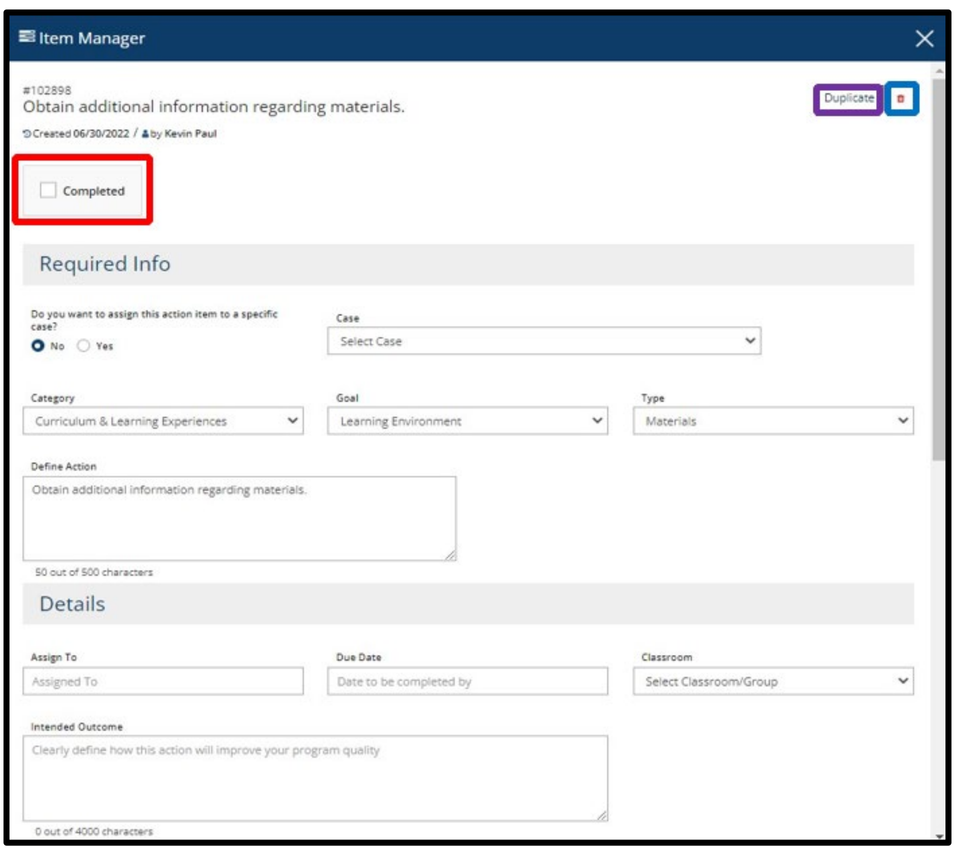
12. Once Action Items are Saved, additional details can be added to the Item(s) created by clicking **Manage** for the specific action.

13. Under manage for a specific action item, the program can add additional information or make any changes to the action item entered.

    The program can mark the action item as completed once the action item is finished by clicking **Completed**.

    This page will also allow for deletion if you wish to remove an action item erroneously entered by clicking the **trash can icon**.

    Creating a copy of the action item with the current information can be performed by clicking **Duplicate**.



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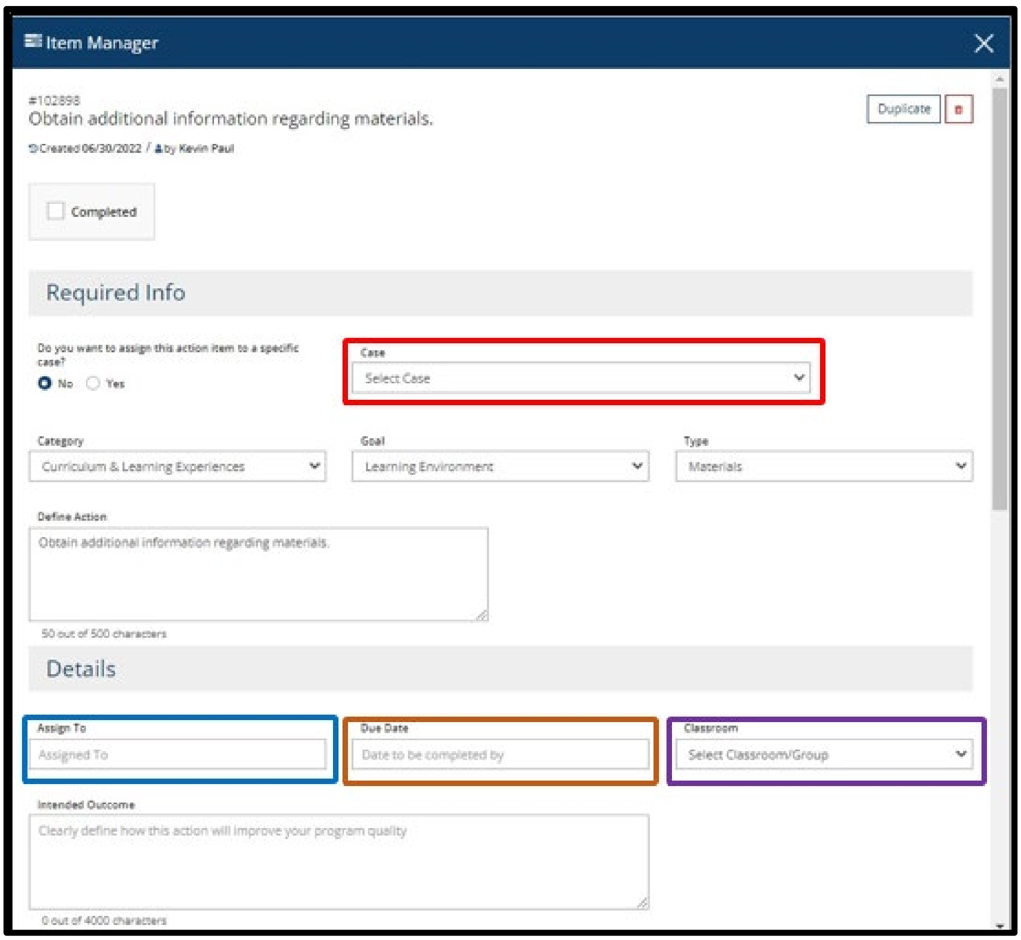
If there is already a case that exists for the program you can optionally associate the action to an existing case by selecting the existing case from the **Case dropdown**.

Optionally, you can also assign the action item to someone in your program by adding them to the **Assigned To**.

A **Due Date** can be added as well under details for a deadline of achievement.

If the action is for a specific classroom, this can be selected as well from the list of classrooms that exist within your program profile by selecting the **Classroom dropdown**.



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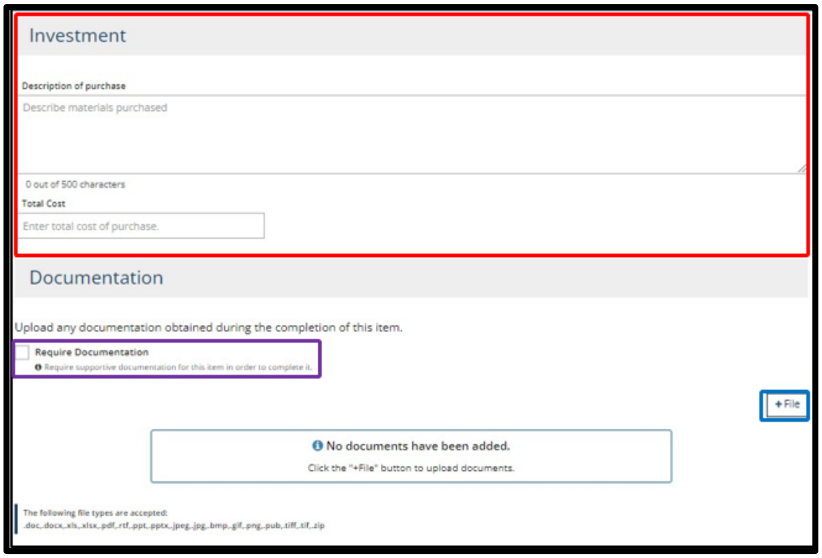
Further down the same page, Investment information can be provided if costs are associated with the action you wish to track.

If documentation is required for the action performed, selecting **Require Documentation** will restrict the ability to complete the action item until documentation has been uploaded to the specific action item.

Documentation can be uploaded as well by clicking on the **+File** button



When finished updating details on the action item, select **Save** at the bottom of the screen or **Close** to cancel the changes, if necessary.

14. Once Saved, a confirmation popup will appear, click **OK**.

15. The program can print a PDF of all action items by clicking the print Icon on the CQI section.