



Continuous Quality Improvement (CQI) Plans for Providers

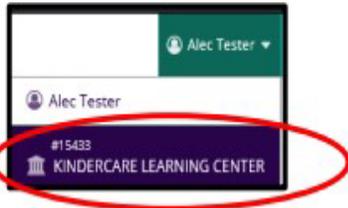
CQI Plans allow for the Organization to create and track relevant information regarding actions that the program wishes to complete in order to reach certain goals.

1. Go to www.papdregistry.org.
2. Click **Login** on the top right corner.

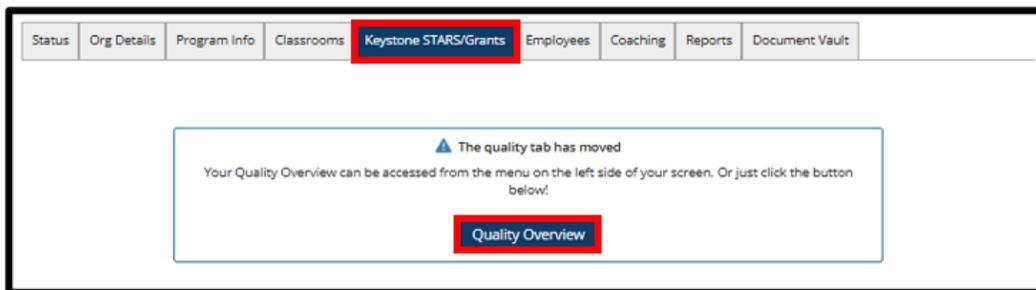


3. Enter your email address and password, then click **Login**.

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.

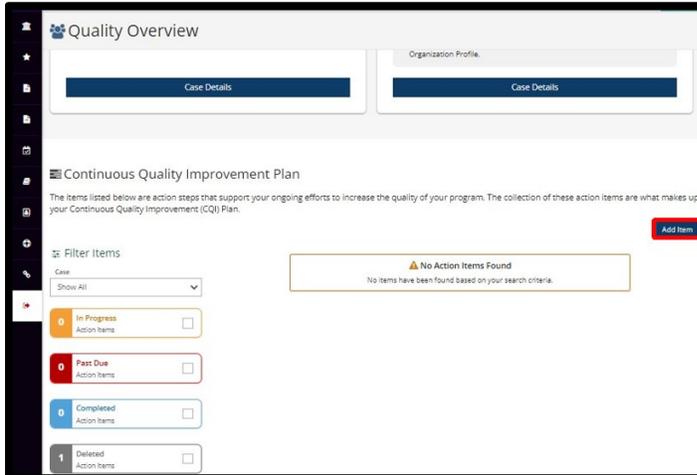


Note: You may also access the Quality Dashboard from the left-hand menu by selecting **Quality Overview** shown below.

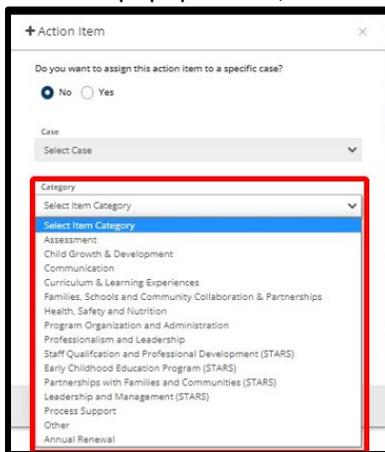


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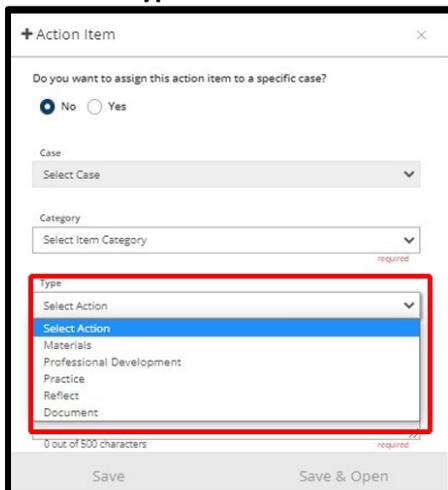
6. Scrolling to the bottom section of the page you will see the Continuous Quality Improvement Plan Section as shown below. Click **Add Item** to add a new Action Item.



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

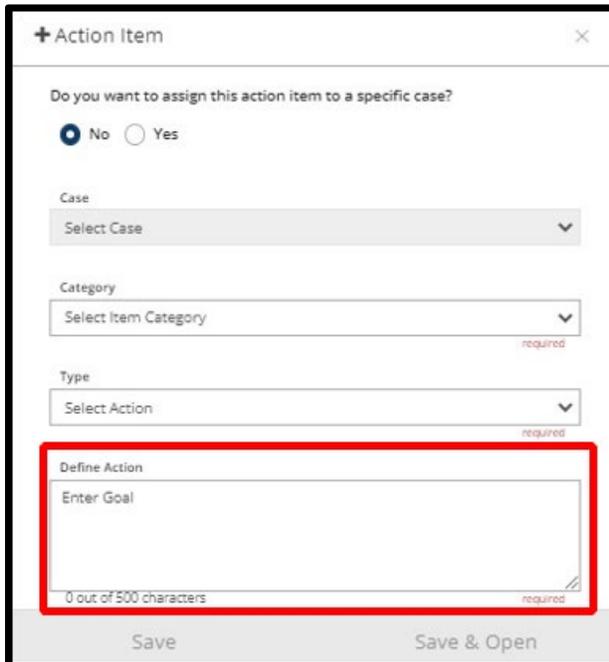


8. Select the **Type** of action relevant to the Action Item



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



The screenshot shows a form titled '+ Action Item' with a close button (X) in the top right corner. The form contains the following elements:

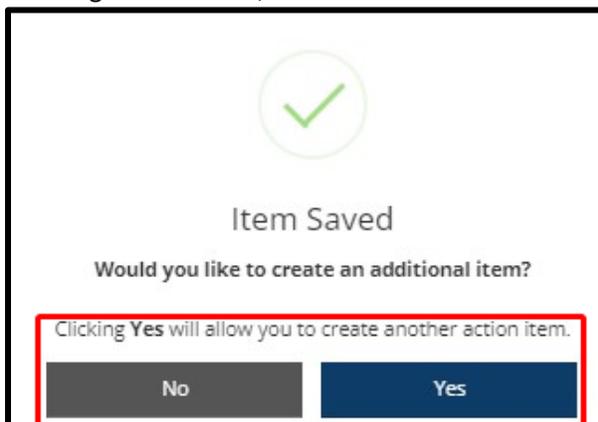
- A question: "Do you want to assign this action item to a specific case?" with radio buttons for "No" (selected) and "Yes".
- A "Case" dropdown menu with the text "Select Case".
- A "Category" dropdown menu with the text "Select Item Category" and a "required" label below it.
- A "Type" dropdown menu with the text "Select Action" and a "required" label below it.
- A text input field labeled "Define Action" with the placeholder text "Enter Goal". Below the field is a character count "0 out of 500 characters" and a "required" label.
- At the bottom, there are two buttons: "Save" and "Save & Open".

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



The screenshot shows two buttons side-by-side. The "Save" button is highlighted with a red border, and the "Save & Open" button is to its right.

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.



The screenshot shows a confirmation popup with a green checkmark icon at the top. The text reads:

Item Saved

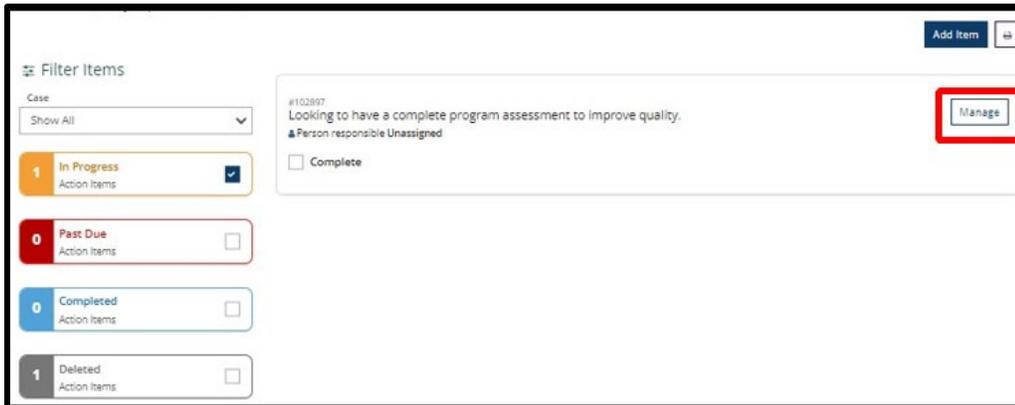
Would you like to create an additional item?

Clicking **Yes** will allow you to create another action item.

At the bottom, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red border.

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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.



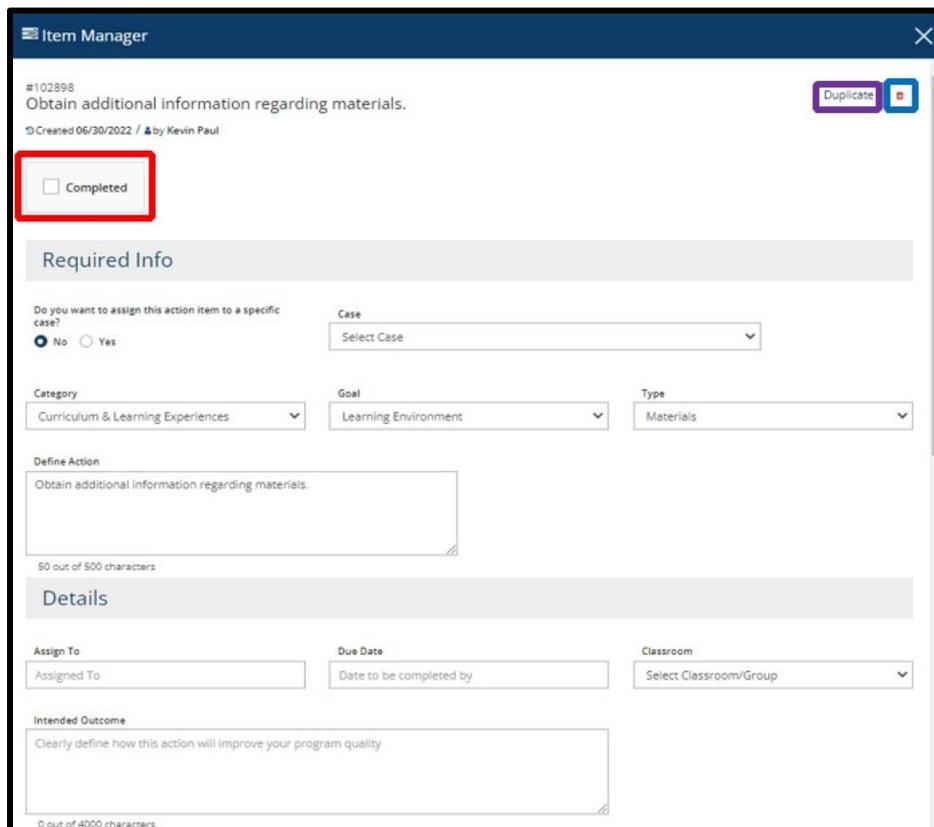
The screenshot shows a list of action items under the heading 'Filter Items'. On the left, there are filters for 'Case' (set to 'Show All'), 'In Progress' (1 item), 'Past Due' (0 items), 'Completed' (0 items), and 'Deleted' (1 item). The main area displays one action item: '#102897 Looking to have a complete program assessment to improve quality. Person responsible Unassigned'. A 'Complete' checkbox is present. A red box highlights the 'Manage' button in the top right corner of the item card.

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**.



The screenshot shows the 'Item Manager' form for item #102898, titled 'Obtain additional information regarding materials.' It includes a 'Duplicate' button and a trash can icon. A red box highlights the 'Completed' checkbox. Below this are sections for 'Required Info' (including 'Do you want to assign this action item to a specific case?', 'Case', 'Category', 'Goal', and 'Type') and 'Details' (including 'Assign To', 'Due Date', 'Classroom', and 'Intended Outcome').



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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**.

A screenshot of the 'Item Manager' web application interface. The form is titled '#102898 Obtain additional information regarding materials.' and includes a 'Duplicate' button. A 'Completed' checkbox is present. The 'Required Info' section contains a question 'Do you want to assign this action item to a specific case?' with 'No' selected. A 'Case' dropdown menu is highlighted with a red box. Below are dropdowns for 'Category' (Curriculum & Learning Experiences), 'Goal' (Learning Environment), and 'Type' (Materials). The 'Define Action' section has a text area with the same text as the title. The 'Details' section includes 'Assign To' (Assigned To), 'Due Date' (Date to be completed by), and 'Classroom' (Select Classroom/Group) fields, all highlighted with colored boxes. An 'Intended Outcome' text area is at the bottom.



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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.

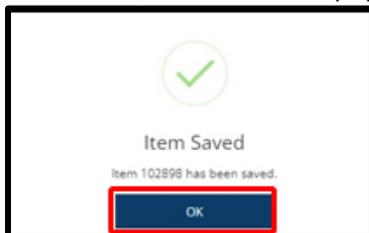
Documentation can be uploaded as well by clicking on the **+File** button

The screenshot shows a form with two main sections: "Investment" and "Documentation". The "Investment" section includes a text area for "Description of purchase" (with a note "Describe materials purchased" and a "0 out of 500 characters" indicator) and a "Total Cost" field with the label "Enter total cost of purchase.". The "Documentation" section has a heading "Upload any documentation obtained during the completion of this item." and a checkbox labeled "Require Documentation" which is currently checked. Below the checkbox is a note: "Require supportive documentation for this item in order to complete it.". To the right of the checkbox is a "+File" button. Below the checkbox is a message box that says "No documents have been added. Click the '+File' button to upload documents." At the bottom left, there is a list of accepted file types: ".doc, .docx, .xls, .xlsx, .ppt, .pptx, .png, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .zip".

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.

