Appendix for QAPI Plan How-to-Guide

1. Write the purpose of your organization’s Quality Assurance and Performance
Improvement (QAPI) Plan.
2. List of services you provide to residents.
3. Describe how your QAPI Plan will address key issues.
4. Current Quality Assessment and Assurance (QAA) activities.
5. Use of best available evidence.
6. Responsibility and Accountability.
7. Describe how QAPI will be adequately sourced.
8. Determine the plan for mandatory QAPI staff training and orientation.
9. Framework for QAPI.
10. Determine how the QAPI activities will be reported to the governing body.
11. Describe how a fair and just culture for staff will be implemented.
12. Identify data sources to analyze performance, identify risk and collect feedback/input.
Blank table below.
13. Describe how your organization will conduct Performance Improvement Projects (PIPs)
14. Describe how potential topics for PIPs will be identified.
15. Describe criteria for prioritizing and selecting PIPs.
16. Describe how and when PIP charters will be developed.
17. Describe how to designate PIP teams.
18. Describe how the designated team will conduct the PIP.
19. Describe your process for documenting and communicating performance improvement projects and trends in performance measures.
20. Describe your systematic approach to quality improvement.
21. Describe your approach to preventing medical errors and adverse events and promoting
sustained improvement.
22. Describe your approach to ensure planned changes/interventions are implemented and effective.

## 12. Identify Data Sources to Analyze Performance, Identify Areas of Risk and Solicit Feedback/Input

| **Data Source** | **Data collection frequency** | **Benchmarks to analyze this data source** | **Who will analyze the data?** | **Data analysis frequency** | **Data communicated with** | **Communicate data analysis via** | **Frequency of communication** |
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You can use the QAPI Written Plan How-to-Guide and this Appendix to create your organization’s written QAPI Plan. These resources are also useful for the process.

* [QAPI Five Elements](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/qapifiveelements.pdf), CMS
* [QAPI at a Glance](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/QAPIAtaGlance.pdf), CMS
* [QAPI Self-Assessment Tool](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/QAPISelfAssessment.pdf), CMS
* [Guide for Developing Purpose, Guiding Principles and Scope for QAPI](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/QAPIPurpose.pdf), CMS
* [Guide for Developing a QAPI Plan](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/QAPIPlan.pdf), CMS
* [Measure/Indicator Collection and Monitoring Plan,](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/MeasIndCollectMtrPlandebedits.pdf) CMS
* [Measure/Indicator Development Worksheet](https://www.cms.gov/medicare/provider-enrollment-and-certification/qapi/downloads/measindicatdevwksdebedits.pdf), CMS
* [Prioritization Worksheet for Performance Improvement Projects (PIPs)](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/PIPPriorWkshtdebedits.pdf), CMS
* [Guide to Creating a PIP Charter,](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/PIPCharterWkshtdebedits.pdf) CMS
* [PIP Launch Checklist](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/PIPLaunchChecklistdebedits.pdf), CMS
* [PIP Inventory,](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/PIPInventorydebedits.pdf) CMS
* [Goal Setting Worksheet,](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/QAPIGoalSetting.pdf) CMS
* [Adverse Drug Event Trigger Tool](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/Downloads/Adverse-Drug-Event-Trigger-Tool.pdf), CMS
* [Five Whys Tool for Root Cause Analysis](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/FiveWhys.pdf), CMS
* [Flowchart Guide](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/FlowchartGuide.pdf), CMS
* [How to Use the Fishbone Tool for Root Cause Analysis](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/FishboneRevised.pdf), CMS
* [Guidance for Performing Failure Mode and Effects Analysis (FMEA) with PIPs](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/GuidanceForFMEA.pdf), CMS
* [Guidance for Root Cause Analysis](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/GuidanceforRCA.pdf), CMS
* [Root Cause Analysis Toolkit for Long-term Care](https://shqa.wpenginepowered.com/wp-content/uploads/RCA-Toolkit_final.pdf), Superior Health
* [PDSA Cycles](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/PDSACycledebedits.pdf), CMS
* [Communication Plan Worksheet](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/downloads/CommunPlan.pdf), CMS
* [Guidance for Reverse Tracer Methodology](https://www.reliasmedia.com/articles/5974-tracer-methodology-how-it-can-help-you-improve-quality), Relias Media
* [QAPI Meeting Agenda Guide](https://shqa.wpenginepowered.com/wp-content/uploads/QAPI-Meeting-Agenda-Guide_final.pdf), Superior Health
* [QAPI Meeting Agenda](https://shqa.wpenginepowered.com/wp-content/uploads/QAPI-Meeting-Agenda_9-3-21.docx), Superior Health