**Awardee team:** Complete the table below as it relates to your work at the awardee level.

|  |  |  |
| --- | --- | --- |
| **Month:** | **Awardee Team members, roles:** | **Awardee Self-Reflections** |
| **Awardee:** |  | ***What challenges are you experiencing this month?******What bright spots are you seeing in your work?******How can we improve our support to you?*** ***What is one thing you will bring to the next CQI Lead CoP (e.g., a coaching challenge, a celebration, a topic area you’d like to discuss with your peers and/or the HV CoIIN team)?***  |
|  |

**LIA Engagement:** Complete the rows below for each participating LIA. This table is meant to help you keep a pulse on each LIA and should inform your coaching and support of teams, as well as any follow-up that is needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIA** | **Team Will/Enthusiasm This Month**  | **# of Family Leaders on CQI Team** | **Attended This Month’s AP call (Y/N)** | **Data Submission** | **PDSA Cycles**  |
| **1.** | Choose an item.**Comments:** |  |  | [ ]  **Data submitted**[ ]  **Data reviewed** **Awardee coaching notes (bright spots, areas of concern, plans for coaching):**  | [ ]  **PDSA cycle(s) submitted**[ ]  **PDSA cycle(s) reviewed** **Awardee coaching notes (bright spots, areas of concern, plans for coaching):** |
| **2.** | Choose an item.**Comments:** |  |  | [ ]  **Data submitted**[ ]  **Data reviewed** **Awardee coaching notes (bright spots, areas of concern, plans for coaching):**  | [ ]  **PDSA cycle(s) submitted**[ ]  **PDSA cycle(s) reviewed** **Awardee coaching notes (bright spots, areas of concern, plans for coaching):** |
| **3.** | Choose an item.**Comments:** |  |  | [ ]  **Data submitted**[ ]  **Data reviewed** **Awardee coaching notes (bright spots, areas of concern, plans for coaching):**  | [ ]  **PDSA cycle(s) submitted**[ ]  **PDSA cycle(s) reviewed** **Awardee coaching notes (bright spots, areas of concern, plans for coaching):** |

**LIA Bright Spots:** After reviewing data and PDSA cycles for the month,answer the questions below.

*After reviewing the PDSA cycles submitted this month, identify one team to highlight at an upcoming action period call. Include a brief description of the change the team is testing, why you chose to highlight them, and link to their PDSA(s) in the dashboard. Remember that a successful PDSA can be one where the change “worked” or “failed.”*

*After reviewing run charts this month, identify LIAs with measurement bright spots or areas of concern and run charts you’d like to discuss at the CQI Lead CoP. Include the measure, link to the team’s dashboard, and a description of the bright spot, concern, or question for your peers.*

*Teams are feeling stuck and need more support in these areas.*

**Progress on Data:** Every quarter use the table below to summarize each team’s progress.

Complete the columns for Q1 for your coaching log submission on September 30, 2025.

Complete the columns for Q2 for your coaching log submission on December 31, 2025.

Complete the columns for Q3 for your coaching log submission on February 38, 2026.

Complete the columns for Q4 for your coaching log submission on April 30, 2026.

Every quarter, update the “Drivers Tested” columns to indicate in which drivers teams have tested change ideas (i.e., mark an “x” for the drivers where teams have tested).

During your review in Q1 and Q2, enter the team’s baseline median for each measure in the column for that quarter. The baseline median is the purple dashed line on the dashboard. Then shade the cell either red, yellow, or green:

Shade red if the team is not meeting the goal for the measure and is not testing changes related to the measure.

Shade yellow if the team is not meeting the goal for the measure but is testing changes related to the measure.

Shade green if the team is meeting the goal for the measure.

For your review in Q3 and Q4, enter the value of the shifted median in the column for any measures where the team has seen a shift and “no shift” for measures where there has not been a shift. Shifted medians are shown on the dashboard with a shaded box and orange dashed line. Then shade the cell either red, yellow, or green.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIA** | **Drivers Tested** | **Measure 1** | **Measure 2** | **Measure 3** | **Measure 4** | **Notes** |
| PD1 | PD2 | PD3 | Q1Due 9/30 | Q2Due 12/31 | Q3Due 2/28 | Q4Due 4/30 | Q1Due 9/30 | Q2Due 12/31 | Q3Due 2/28 | Q4Due 4/30 | Q1Due 9/30 | Q2Due 12/31 | Q3Due 2/28 | Q4Due 4/30 | Q1Due 9/30 | Q2Due 12/31 | Q3Due 2/28 | Q4Due 4/30 |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*Measure Key:**

M1: % children who receive their last expected well child visit on time, based on the AAP schedule

M2: % of children due for a well child visit whose caregivers plan for the well child visit with the home visitor

M3: % of children with a completed well child visit for whom the home visitor has follow up with the caregiver within 14 days

M4: % of children with a completed well child visit for whom the home visitor and primary care team communicate within 30 days

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number UF4MC26525, Home Visiting Collaborative Improvement and Innovation Network (HV CoIIN). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.