

# Attachment D: Plan, Do, Study, Act (PDSA) Planning Form & Tracker

## Culture of Continuous Learning Project: A Breakthrough Series Collaborative for Improving Child Care and Head Start Quality

The purpose of the information collection is to help teams identify and track the specific small changes they choose to examine from the broader set of empirically-based practices they are implementing. The form allows them to keep track of the lessons learned from each PDSA cycle. These forms enable teams to monitor how their changes align with the specific goals of participating in the BSC. Guidance for utilizing this form is described in more detail in person at the Learning Sessions. The Study Team will conduct secondary analysis of the PDSA Trackers for each Core BSC Team to answer questions about active participation in the BSC and describe the types of activities addressed in the BSC focused on improving SEL.

This information is planned to be used to further the proper performance of the functions of the agency by assessing the extent to which child care and Head Start teachers actively engage in data use and monitoring to inform continuous quality improvement.

Public reporting burden for this collection of information is estimated to average 15 minutes per response. This collection of information is voluntary and all responses collected will be kept private to the extent permitted by law.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-XXXX and the expiration date is XX/XX/XXXX.

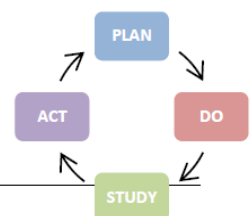
### Cycle #1 PDSA Planning Form

Team Name: \_\_\_\_\_

Date: \_\_\_\_\_

PDSA Title: \_\_\_\_\_

Cycle #: \_\_\_\_\_



⇒ What are we trying to accomplish? (aim or goal for this PDSA cycle)

⇒ How will we know a change is an improvement? (measure)

⇒ What ideas do we have that will result in an improvement? (change ideas)

### **PLAN**

⇒ What is your first test?

⇒ What do you predict will happen?

⇒ What is the plan for the cycle? What are the steps to execute the cycle (who, what, where, when)?

⇒ What data will you collect? (who, what, when, where)

### **DO**

⇒ Carry out the cycle. In brief terms, did it work as you expected?

### **STUDY**

⇒ Summarize and analyze the observed results. What did you learn from this cycle? What does the data tell you? Include descriptions of successful interactions, unexpected challenges, and other special circumstances that may or may not have been part of the plan.

### **ACT / ADJUST**

⇒ What actions are you going to take as a result of this cycle? (check one)

Expand the Test

Adapt the Test

Abandon the Test

⇒ Plan for the next cycle. What changes are needed? If expanding or adapting, what will you do to continue your learning while beginning to spread the successes? What questions do you still have?