*Please complete the following PDSA Planning Tool for each PDSA cycle your team charters for your Continuous Quality Improvement Collaborative (CQIC) Activities.*

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| --- | --- | --- |
| **Grantee Name:** | **Collaborative Topic:** | **Date:**Click or tap to enter a date. |
| **Primary Driver:** | **Secondary Driver:** |
| **Change and change number (if applicable):** | **Cycle number:** |
| **What are you trying to accomplish with this PDSA cycle?**  |
| **Improvement Theory (If/then Statement):** |
| **If we…** |
| **Then…** |

## **PLAN Stage**

### ***Plan for Test:***

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| What will take place? |
| Who will test the change? |
| Who will the change be tested with? |
| Start and end date (Month/Day/Year) of test? Click or tap to enter a date. to Click or tap to enter a date. |
| Where will this test occur? |
| What are the tasks/resources needed to support the change? |

### ***Plan for Data Collection:***

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| What quantitative (% or count) or qualitative (question(s) asked) data will be collected?  |
| Who will collect the data and who are the subjects?  |
| Start and end date of data collection? Click or tap to enter a date. to Click or tap to enter a date.  |
| Where will data be collected and stored?  |
| What tools are needed to support data collection (e.g. form, Excel file for tracking data, etc.)? |

## **DO Stage**

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| Was the test carried out as planned? [ ]  Yes [ ]  NoIf no, why not and what happened?  |

## **STUDY Stage**

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| What did the data tell you? What did you learn? |
| Did your results match your prediction? |
| What surprised you?  |

## **ACT Stage**

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| *Please check the box that applies:*[ ]  Adapt the change & test again[ ]  Scale up the change & test again[ ]  Adopt the change for your program[ ]  Abandon the change & test a new change |
| Please explain your next steps: |
| Did you team develop any resources to support this PDSA cycle? [ ]  Yes [ ]  NoIf yes, what did your team develop? (*Please attach the resource(s) developed when sharing this PDSA Planning Tool with your TEI TA Provider. The resource(s) may be shared with the collaborative to support other grantees improvement efforts.)*  |