



Culture of Continuous Learning Project:

*A Breakthrough Series Collaborative for
Improving Child Care and Head Start Quality*

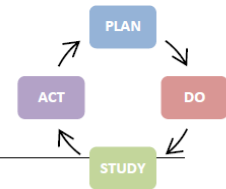
Instrument 3: Plan, Do, Study, Act (PDSA) Form & Tracker

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Respondents	Time of Data Collection
BSC Teams (Administrator, Teachers, Other Staff, Parent)	Weekly during Action Period phases

Note: The PDSA Form and Tracker was pulled from CCL Phase I instruments and has been adapted to meet the needs of the current project; we anticipate it will take BSC Teams no longer than 15 minutes to complete.

Cycle #1 PDSA Planning Form



Team Name: _____ Date: _____
 PDSA Title: _____ Cycle #: _____

Three Fundamental Questions for Improvement

- ⇒ 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?

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lp 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 during the Learning Sessions. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 and expiration date for this collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Kathryn Tout, ktout@childtrends.org or Child Trends, 708 N 1st Suite #333 Minneapolis, MN 55401 Attention: Kathryn Tout

PDSA CYCLE TRACKER FORM

AIM of PDSA Cycles:						
		<u>Cycle #2</u>	<u>Cycle #3</u>	<u>Cycle #4</u>	<u>Cycle #5</u>	<u>Cycle #6</u>
Plan	What is the test? (Idea)					
	Who?					
	When?					
	What do you predict will happen?					
	What data will you collect?					
Do	Did it work as expected?					
Study	What did you learn from this cycle?					
Act	What is your next action? (abandon, modify, expand)					