QI Basics

**Measure Collection and Monitoring Plan**

The QI Measure Collection and Monitoring Plan is a basic tool to keep track of one or more measures that you wish to monitor for your quality improvement (QI) project.

## How to Use

For each measure/indicator that you choose to collect and monitor, answer the questions in the grid. The information gleaned from these questions will help you determine how best to track, display, and assess or evaluate the results of the various measures you have chosen. If you have a relatively small number of measures or indicators that you are tracking, you may wish to include all measures in one table and use this as an overview tool that could be completed by the person coordinating QI activities in your organization. Alternatively, you may choose to use this table for individual measures or groupings of measures that are the target for specific improvement projects. You may have a project where you are tracking and utilizing only a single measure and, therefore, would only use one row in the grid.

Additionally, you may be using this in conjunction with the Data Collection Plan tool which will allow you to provide detail on each measure that you have documented in the grid.

* **What are we measuring?:** Describe what is being measured. Include any standard name if there is a state of federal quality measurement naming convention for the measure you are tracking.
* **When are we measuring (frequency)?:** Indicate the frequency with which you are tracking the measuring and/or pulling data.
* **Who is responsible for tracking this measure?:** Include names of individual team members responsible for tracking each measure.
* **What is our current performance?:** Enter the baseline for the measure if known.
* What is our performance goal or aim?: Enter your targeted performance goal or aim for each measure here.
* **How will data findings be tracked and displayed?:** Include any notes, descriptions, or comments regarding how the data will be tracked and/or shared/displayed for each measure. (e.g., in a report specific to your quality team or an existing report that includes your chosen measure)

An [example](#example) QI Measure Collection and Monitoring Plan is provided at the end of this document for your reference.

**QI Measure Collection and Monitoring Plan**

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## Example QI Measure Collection and Monitoring Plan

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| --- | --- | --- | --- | --- | --- |
| **What are we measuring?** | **When are we measuring (frequency)?** | **Who is responsible for tracking this measure?** | **What is our current performance?** | **What is our performance goal or aim?** | **How will data findings be tracked and displayed?** |
| NQF0018 Hypertension measure | Annually (but we can pull the data more frequently as needed) | QI team | 45% | 55% (after one month of PDSA improvement testing) | QI team will create a line graph. They will also stratify at the clinician level |
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