**Model for Improvement Worksheet**

**What Are We Trying to Accomplish?**

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| State your aim |

**How Will We Know a Change Is an Improvement?**

What are the outcomes you want to see?

**What Change Can We Make That Will Result in Improvement?**

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| **Identify opportunities for improvement that exist** (look for causes of problems that have occurred – see Guidance for Performing Root Cause Analysis with Performance Improvement Projects; or identify potential problems before they occur – see Guidance for Performing Failure Mode Effects Analysis with Performance Improvement Projects) (see root cause analysis tool):  Points where breakdowns occur  “Work-a-rounds” that have been developed  Variation that occurs  Duplicate or unnecessary steps  **Decide what you will change in the process; determine your intervention based on your analysis**  Identify better ways to do things that address the root causes of the problem  Learn what has worked at other organizations (copy)  Review the best available evidence for what works (literature, studies, experts, guidelines)  Remember that solution doesn’t have to be perfect the first time |

**PDSA Worksheet**

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| Plan  What change are you testing with the PDSA cycle(s)?  What do you predict will happen and why?  Who will be involved in this PDSA? (e.g., one staff member or resident, one shift?). Whenever feasible, it will be helpful to involve direct care staff.  Plan a small test of change.  How long will the change take to implement?  What resources will they need?  What data need to be collected? | List your action steps along with person(s) responsible and time line. |
| Do  Carry out the test on a small scale.  Document observations, including any problems and unexpected findings.  Collect data you identified as needed during the “plan” stage. | Describe what actually happened when you ran the test. |
| Study  Study and analyze the data.  Determine if the change resulted in the expected outcome.  Were there implementation lessons?  Summarize what was learned. Look for: unintended consequences, surprises, successes, failures. | Describe the measured results and how they compared to the predictions. |
| Act  Based on what was learned from the test:  Adapt – modify the changes and repeat PDSA cycle.  Adopt – consider expanding the changes in your organization to additional residents, staff, and units.  Abandon – change your approach and repeat PDSA cycle. | Describe what modifications to the plan will be made for the next cycle from what you learned. |

This was extracted from a tool developed by the Center for Medicaid and Medicare.

<https://www.cms.gov/medicare/provider-enrollment-and-certification/qapi/downloads/pdsacycledebedits.pdf>