CQI MEETING ACTIVITY LOG INSTRUCTIONS

This activity log shall be used for the recording of all minutes from each CQI team meeting. Ideally, the scribe will record the data into the form, on a computer, as the meeting is taking place. If the team does not have access to a laptop computer for every meeting, the data may be entered and the minutes distributed to the participants once the meeting is complete. It is vital to the process that distribution of meeting minutes to participants takes place in a timely manner.

To enter the data, place the cursor in the empty space below or next to the heading and begin typing. The disk has been formatted to stay within the defined area for recording. As the data is entered, the areas will expand to allow for additional space. An Activity Log template is located on the CD intranet under the Continuous Quality Improvement link.

Location: Enter the location and level of meeting (first, site, area, state).

Date: Enter the date of the meeting.

Participants: Enter the names of all participants at the meeting.

Agenda Topics:

This section covers categories of topics which could be discussed at each meeting. Check the box of the category which you will be discussing and recording on this CQI Meeting Activity Log. ***Each category which is discussed should be recorded on its own CQI Meeting Activity Log.*** *For example, if you are discussing Client Satisfaction data and Progress Evaluation data, the scribe should complete two CQI Meeting Activity Logs, one for the data and discussion surrounding Client Satisfaction and one related to Program Evaluation.*

> **Incident/Accidents/Client Grievances:** Check this line if any information pertaining to incidents, accidents, or client grievances will be discussed.
>
> **Staff/Client Satisfaction Data:** Check this line if any information pertaining to staff and/or client satisfaction will be discussed.
>
> **Program Evaluation Data:** Check this line if any information pertaining to program evaluation will be discussed.
>
> **Peer Record Review Data:** Check this line if any information pertaining to the Peer Record Review process, , or any other case review process will be discussed.
>
> **Improvement Project:** Check this line if any information pertaining to work which has been completed as a result of a special project work group which was formed through the CQI process will be discussed.
>
> **Safety/Risk Management:** Check this line if any information pertaining to safety issues will be discussed.

Other: Check this line if any items which are not covered in the above categories will be discussed.

Past Issues: Check this line if any items are to be covered from past meetings. This is specific to items, which were not resolved in the previous quarter and may still need some attention.

Summary of Data: This section should be used to record a brief summary of the data pertaining to the agenda topic that will be discussed. For example, 75 of the 100 client satisfaction surveys returned indicated that youth 17 or older in foster care did not feel prepared to attend a job interview should be summarized in the activity log.

Review of Progress to Achieve Outcomes: This section should be used to record brief statements about the progress or lack of progress related to the desired outcomes set in previous meetings. It is intended to demonstrate successes achieved. If the desired outcome has not been met or has been modified, it would then become a topic for revisiting under the Past Issues category.

The next section is to be used to record all issues related to the topic being discussed. The intention is to make these Activity Logs brief. It is not important to document word for word what is said, rather the basic concept. The Activity Logs are often referred to as "a one pager", indicating each Log completed would be approximately one page in length.

Brief Discussion Points: This section should include main discussion points related to the agenda items. They should be recorded in a factual, concise fashion. .

Next Steps/Implementation Strategy: This section should be used to record the next steps or implementation strategies being used by the team or individuals, if any, that must be taken in order to develop or implement a solution.

By Whom: This section should include the names of people who have the responsibility of completing a task with regard to the specific agenda item.

Due Date: This section should include the date the above task is due for completion.

Desired Outcome: This section should be used to record what outcome is desired by the CQI team or what they feel they can accomplish.