

One Page Resource: *Continuous Quality Improvement*

Purpose:

CQI is a process that educators and administrators engage in every day.

- Planning
- Doing
- Reflecting

Furthermore, programs facilitate and modify what works and what doesn't work. The process goes beyond meeting the basics of service delivery, but is intentional in providing the best possible environments and learning experiences for children.

CQI is Individualized

It is also an ongoing reflective process that identifies roles, support needed, and goals. CQI is authentic to the vision, needs, and interests of the program. CQI is also connected to the NM Essential Element of Quality/standards and frameworks.

Collaborative Effort

A CQI process ensures that all team members are on board.

Data

Research and documentation guide the process. Goals informed by data allow professionals to be intentional in their efforts and to measure outcomes and make modifications.

Plan, Do, Study, Act

Plan

- When beginning your CQI documentation, you will identify and/or define the following pieces:
 - Date
 - Identified Essential Element
 - Goal- Short term/Long term Date
 - Action Steps/Strategies (use of data such as surveys/assessments/reflections)
 - Sources of Evidence/Documentation
 - Quarterly review and reflection

Do

- Work as a team and individually on action plans.
- Meet monthly as a team to reflect, track, and document action plan progress.
- Build staff knowledge and capacity.

Study

- As a team, review data and share and document what is working, what has been successful, and what needs improving.
- Celebrate successes.
- Update progress on the program improvement plan, regularly.

Act

- Integrate successful practices.
- Determine what more needs to be done.
- Consider revisions, modifications, and additions to plan.

One Page Resource: *Continuous Quality Improvement*

Fundamentals

Look at the system and its processes. Most problems are found in processes, not in people. CQI seeks solutions to produce the best outcome, instead of blaming individuals for problems that arise.

Analyze data to identify and detail strengths and needs. CQI employs continuous experimentation, also called the scientific method. Under this framework, teams manipulate different variables to see what works best. These tests are structured so practitioners can capture results and the chosen course(s) of action.

Cross-teaming/Collaboration drawn from staff, management, board members, and possibly families. Quality improvement is the overall goal and it is developed and coordinated from the perspectives of the whole team, not just management.

Empower all team members to identify challenges and opportunities for improvement, and to develop and present solutions.

