

PROJECT INITIATION CHARTER

COMMITTEE INITIATION CHARTER

**PREPARED BY:** Jeanne Schott on behalf of the Sustaining Change Workgroup

**DATE:** 11 / 5 / 2012

**PROJECT TITLE:** Continuous Quality Improvement (CQI) effort

**SUBCOMMITTEE:** (If applicable): Sustaining Change Workgroup

**SPONSOR TEAM:** CQI Sponsor Team - Cathy Utz, Roseann Perry, Stephanie Maldonado, Maryrose McCarthy, Michael Byers, Wendy Unger, Jeanne Schott, Brandie Gilbert, Chuck Songer, Erin Arthur, Kevin Zacks.

**PURPOSE:** The work of the Sustaining Change Workgroup connects to the Program Improvement Plan (PIP), the Annual Progress and Services Report (APSR) and PA's Child Welfare Practice Model. PA's Child Welfare Practice Model will be the link "connecting the agency's policy, practice, training, supervision and quality assurance with it's mission, values and strategic plan" and the CQI effort allows for the evaluation of the implementation of PA's Child Welfare Practice Model via a systemic and systematic evaluation. The Sustaining Change Workgroup will make connections statewide and improve practice statewide via the CQI effort.

**START DATE:** 08 / 21 / 2009

**COMPLETION DATE:** 11 / 01 / 2013

**PROJECT OVERVIEW & RATIONALE:** (paragraph or so that explains the need for this project)

The Sustaining Change workgroup will be a collaborative workgroup with representation from local and state stakeholders who will oversee the development, implementation and ongoing evaluation of the statewide Continuous Quality Improvement (CQI) effort. This oversight will include: 1) Assuring that the CQI effort continues to connect to the vision of the continuous quality improvement principles; 2) Monitoring the expansion of the statewide CQI effort; and 3) Ensuring that there is consistency to the statewide standard of practice.

**DESCRIPTION & SCOPE:** (Defines project limits and products / services to be delivered by the project)

It is important to note that the work that the Sustaining Change Workgroup will oversee each phase of the CQI process, focused on the statewide implementation of the CQI effort, not the county-specific implementation of the CQI effort. Furthermore, the CQI effort is not a legislated mandate for counties, although the goal is that each county of the Commonwealth will actively embrace and participate in the CQI effort. The Sustaining Change workgroup will be responsible for the review, revision and monitoring of the following products and processes connected to the CQI effort: the Quality Service Review (QSR) Manual; the QSR Protocol; the statewide CQI process and the application of the DAPIM framework; QSR trainings; technical assistance support to county-specific Site Lead teams; application of county-specific data into statewide reports on the CQI effort; ongoing roll-out and capacity planning for the CQI effort; alignment and consideration of state and federal mandates concerning the Child and Family Services Review (CFSR) and CQI; and gathering, analyzing and sharing data gathered through the CQI effort and monitoring of trends associated with PA's Practice Model to assure connection to statewide policy and practice.

**GOALS AND OBJECTIVES:** (Create a high-level list of what this project should accomplish. What are the impacts and benefits of this project?)

The goals of the Sustaining Change workgroup's efforts will be to assure: 1) A functioning CQI effort that offers flexibility; 2) Full statewide implementation - all 67 counties effectively utilizing a local CQI effort which informs the statewide CQI efforts to better inform statewide policy and practice efforts; 3) Improvements in outcomes outlined in PA's Practice Model; 4) Alignment of CQI effort with federal reviews (i.e. CFSR) to include monitoring the five components that are outlined in the Children's Bureau's Informational Memorandum (IM) on CQI; 5) Tools and resources that enhance the knowledge and skills of local and state site leads, QSR reviewers and those that support the implementation of the CQI effort; 6) Support to local teams who are to develop Needs Based Plan and Budgets (NBPBs) and monitor the implementation of County Improvement Plans (CIPs) - from the statewide perspective - to include qualitative discussions about supports provided; 7) Engagement of key stakeholders (children, youth, families, schools, private providers, etc.) via feedback at the local and statewide levels to include surveys, interviews, and focus groups that model the practice and support to ensure that meaningful inclusion happens at all levels of the child welfare system.

**SUCCESS CRITERIA:** (How will we measure success of this project? (SMART). How will we measure the achievement of our objectives?)

Success will be determined by assuring and supporting the capacity of all 67 counties in their implementation and monitoring of their own CQI framework. This will include: 1) Monitoring for improvement of QSR indicator scores from round to round; 2) Documentation of the CQI effort data and trends via statewide reports; 3) County's interest, continued involvement and maintained interest in the CQI effort; 4) Increased numbers of trained QSR reviewers, site leads and repeat QSR reviewers; 5) Positive feedback and evaluations from QSR reviewers, QSR trainers, QSR participants, etc.; 6) Improved readiness and self-assessment process for federal reviews due to ongoing statewide assessment via the statewide CQI effort; and 7) Utilization of information with other key stakeholder groups (i.e. CAPTA workgroup, YAB, Diversity Task Force, etc.)

**BOUNDARIES & CONSTRAINTS:** (Are there: Budgetary constraints? Stakeholder constraints? Particular implementation hurdles? (Quantified) budget implication? Things that the committee cannot do? List these impacts to your project here)

Budget: The CQI effort is not federally or state mandated and therefore there are no state or federal funds connected to it, but there have been times when Casey Family Programs has allocated funds supporting PA's implementation of the CQI effort.  
Stakeholder constraints: Recommendations of the Sustaining Change workgroup will be shared with the CQI Sponsor Team, who will confirm final decisions related to the CQI effort; it is unknown what the CFSR model will be for future rounds of CFSR.  
Implementation hurdles: Implementation of the CQI effort is not legislated or mandated.

**RESOURCES:** (Is there a separate Budget? Any additional impact(s) on organization?)

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**COMMUNICATION PLAN:** (What is the plan for communicating information to others? Who needs to know what?)

Information will be communicated by the Project Managers. Committee information will be captured in minutes that will be emailed to members of the distribution lists. Information about the committee's work will be regularly shared by Project Managers with other committees as well as in the CQI Newsletter.

*Signature and Date of Project Manager:*

X \_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

*Signature and Date of Sponsor Team Approval:*

X \_\_\_\_\_  
Sponsor Team Delegate

\_\_\_\_\_  
Date