



## **QI Annual Report Template Instructions**

The following template has been created to help Providers who receive IPRS and local funding from The Durham Center with writing of Quality Improvement Annual Reports. The template is for your convenience only. If you prefer not using this form, your reports will be accepted in another format, provided that elements 1 through 5 of this template are adequately addressed, containing information required by the Quality Management Department of The Durham Center.

**If your fiscal year ends in June your QI Report will be due annually by September 1<sup>st</sup>.  
If your fiscal year ends in December your QI Report will be due annually by March 1<sup>st</sup>.**

For additional copies of this template go to our website at: [www.durhamcenter.org](http://www.durhamcenter.org), click on Provider Community, then on Provider Manual/Forms. You will see a link for a Quality Report Template. Completed reports are to be sent to LisaCaitlin Perri, Quality Management Department, 501 Willard St., Durham, NC 27701. You may fax to LisaCaitlin at 560-7250.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person to contact regarding this completed report: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Do not complete this section – for The Durham Center staff only**

Date report was received by The Durham Center:

## Quality Improvement Annual Report Template

**1. Provide a description of your QI projects and address each of the numbered items below. For each project described, please indicate if the project is related to a plan of correction.**

1. Data or information used as a basis for this project
2. Define the project purpose
3. Indicators measured
4. Methodology
5. Results (i.e. percentages, averages or other appropriate numerical format)
6. Project impact (i.e. improvements that have occurred or changes implemented as a result of this project)

**2. Provide results data for each of the following elements, which you described in your QI Plan. Identify any change in methodology that you may have encountered.**

1. Record review
2. Consumer Review/Participation
3. Consumer Satisfaction
4. Fidelity Scale Assessments for Evidence Based Practices (if applicable)
5. Program Specific Outcome Evaluation updates for services other than Evidence Based Practices

**3. Include copies of your QI Committee minutes for the past 12 months.**

**4. Attach a copy of your program evaluation sheet (element #16 of the QI Plan Template) and discuss what changes have occurred related to the original outcomes you defined, measured and tracked (for those providers without Evidence Based Practices).**

**If new outcomes have been established since you submitted your plan, please define them on the evaluation sheet and attach to this report. Please highlight changes.**

**5. If your agency has experienced any changes related to elements 1 through 15 of the QI Plan Template, attach a revised QI Plan with this report.**