Texas Health and Human Services Commission
APPENDIX G: Performance Improvement Project (PIP)

This worksheet may be used as a guide while planning and conducting a performance improvement project. For the Annual QAPI Summary, document the completion of each step. Refer to the instructions in the accompanying CMS protocol for detailed information on each area.
Double click on the check boxes and select "Checked" in the properties dialog box to make a selection. Enter narrative in the box below the activity description.

Demographic Information		
Center:		
Project Leader Name:		Telephone Number:
PIP Topic/Name:		
Date PIP Initiated:	Date PIP Completed:	Report Date:

Populations Addressed in PIP		
Program/	**Population**	**Service Areas**

Activity 1.   SELECT THE PIP TOPIC(S)

Briefly describe the process used to select the study topic; include data sources used and analysis conducted to identify topic as important for the covered population. Identify those individuals, teams, or departments involved in the topic selection, including those responsible for approving the resources needed to implement the PIP.

(type response here)

Activity 2.   DEFINE THE PIP QUESTION(S)

State the question(s) this PIP is designed to answer. Statement should provide the reader with a clear understanding of the topic's scope, enrollee impact, planned intervention(s), and outcome(s) to be evaluated.

(type response here)

Activity 3.   SELECT PIP PERFORMANCE MEASURE(S)/INDICATOR(S)

Enter each performance measure used in this PIP in the analysis grid provided as Appendix H.

Activity 4.   *CLEARLY DEFINE THE POPULATION FOR THIS PIP*

State the specific definition of the population included in this PIP. If the entire population will be assessed in measurement, describe how data collection will capture all enrollees eligible for inclusion.

(type response here)

Activity 5.   *USE SOUND TECHNIQUES FOR A REPRESENTATIVE SAMPLE*

If sampling will be used for measurement, describe the methodology for selecting a representative sample; provide the sample size for the measures(s), the confidence interval, and the margin of error.

(type response here)

Activity 6.   *PLAN AND DEPLOY RELIABLE COLLECTION OF DATA*

Describe the plan/methodology for data collection. State the qualifications of staff collecting data and include training for this process. If data collection instruments are used, attach to this document and include information on how inter-rater reliability was established and maintained over the data collection period.

(type response here)

Activity 7. IMPLEMENT INTERVENTIONS AND IMPROVEMENT STRATEGIES

List the specific interventions for improvement undertaken to improve, including date implemented. If modifications to planned interventions were required during the study period, state the revised intervention, date implemented, and reason modification was needed. Add additional table rows as needed.

Intervention	Date	If modification, give reason.

Activity 8. ANALYZE DATA TO INTERPRET PIP RESULTS

State method planned/used for analysis; include how data are presented and what analysis is done, including specific comparisons and statistical techniques, with possible limitations noted.

(type response here)

Complete the analysis grid in Appendix A for each indicator/measure used in this PIP.

State how this PIP has addressed the study question(s) and provide the MCO's conclusion regarding whether this PIP has been effective in addressing the need for improvement identified in the study question(s).

(type response here)

If effective, move to Activity 10. **If not fully effective**, move to Activity 9.

Activity 9. *PLAN FOR "REAL" IMPROVEMENT*
Describe modifications to this PIP that will be made to achieve desired improvement. Include new or modified interventions, measures, sampling methods, and/or analysis as needed.
(type response here)

Activity 10. *ACHIEVE SUSTAINED IMPROVEMENT*
Describe ongoing measurement and evaluation planned to sustain improvement
(type response here)

ADDITIONAL COMMENTS
Enter additional comments below:
(type response here)