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| **DEPARTMENT OF HEALTH SERVICES**  Division of Medicaid Services  F-02832 (10/2023) | **STATE OF WISCONSIN**  Page 1 of 6 | |
| **PERFORMANCE IMPROVEMENT PROJECT (PIP)**  **IRIS PROPOSAL AND ANNUAL REPORT (Written & 5x5 Presentation)** | | |
| **Instructions:**   * Unless otherwise indicated, **submit each Standards section in a** **narrative format that addresses the respective scoring elements**, not merely as an item-for-item statement or checklist of each of the scoring elements. * PIP Proposal: Complete Standards 1-6. * PIP Written Annual Report: Complete Standards 7 and 8. Make any updates to Standards 1-6 if changes were made after the proposal was approved, including changes made as a result of DHS recommendations or changes made to facilitate project implementation, such as those related to PDSA. * PIP 5x5 Presentation (F-02833): Include Standard 2 (the DHS-approved aim statement),Standard 7 (elements 7.2 and 7.3) and Standard 8 (elements 8.2, 8.3, and 8.6).   + F-02833 is available at <https://www.dhs.wisconsin.gov/forms/f02833.pptx>.   In accordance with the applicable PIP timeline, submit each respective PIP Proposal or Annual Report and any supporting documents to: [DHSIRISQuality@dhs.wisconsin.gov](mailto:DHSIRISQuality@dhs.wisconsin.gov)  **FACE SHEET** | | |
| IRIS Contractor Name: Choose an item. | Proposal or Report Submission Date:Click here to enter a date. | Proposal or Report Prepared by: Click here to enter text. |
| Primary Contact: Click here to enter text. | | |
| Email: Click here to enter text. | Phone:Click here to enter text. | |
| Project Title: Click here to enter text. | | |
| **Please check the following item as applicable to this project.** | | |
| PIP Type | | |
| New  Continuing | | |
| Date Project Initiated (only applies to annual report submission): Click or tap to enter a date. | | |
| Date of DHS Approval of Project (only applies to annual report submission): Click or tap to enter a date. | | |
| **IRIS Contractor Project Team** | | |
| Name | Title/Department | |
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| Space for Comments (as applicable)  Click here to enter text. | | |

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| **IF THIS IS A CONTINUING PIP**: Per IRIS Provider Agreement (Article XIII.6.f.), “the proposal must include the justification for continuing the PIP.” Include a brief description of PIP progress made to date and any problems encountered and/or benefits achieved for participants. |
| Click here to enter text. |

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| **STANDARD 1: PIP TOPIC** (For *PROPOSAL APPROVAL*, total possible score: 4)  *Standard 1 applies to PROPOSAL and ANNUAL REPORT* | | |
| **Elements of This Standard** | | **Instructions** |
| **1.1** | The PIP topic was selected through a comprehensive needs analysis of IRIS participants’ needs, supports, and/or services. | Describe the process or analysis used to prioritize and select this topic as an area or opportunity for improvement.  Include details of the needs analysis that helped identify baseline performance.  Include the baseline data and the timeframe of the baseline data.  Describe the relevance of this topic to the contractor agency’s participants.  Identify why the topic is important to participants. |
| **1.2** | The selection of the PIP topic considered input from participants, participant-hired workers, contractor agency staff, family members, or legal representatives, or providers who are users of, or concerned with, specific service areas. | Describe any input obtained from participants, participant-hired workers, contractor agency staff, family members, or legal representatives, and/or providers in considering this topic as an opportunity for improvement. |
| **1.3** | The PIP topic addressed the potential to positively impact participant experience in the IRIS program through improvement in participant services and/or participant issues or concerns, and/or participant wellness and safety, including [but not limited to] incident prevention. | Identify how the topic addresses the potential to positively impact participant experience in the IRIS program through improvement in participant services and/or participant issues or concerns, and/or participant wellness and safety, including [but not limited to] incident prevention |
| **1.4** | The PIP topic aligns with priority areas identified by DHS, as applicable. | Briefly describe how the topic aligns with one or more DHS-identified priority areas, as applicable. |
| **Standard 1:** | | |

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| **STANDARD 2: PIP AIM STATEMENT** (For *PROPOSAL APPROVAL,* total possible score: 6)  All elements of this standard must be included in each aim statement and not obtained from elsewhere in the report.  Each aim statement should be written as a complete statement that incorporates all the elements.  *Standard 2 applies to PROPOSAL and ANNUAL REPORT*  *Include final DHS-approved aim statement in the PIP 5x5 presentation – Aim statement slide 1.* | | |
| **Elements of This Standard** | | **Instructions** |
| **2.1** | The PIP aim statement clearly specified the improvement strategy. | Include the intervention or improvement strategies that will be implemented. This is a very brief summary of the strategies. |
| **2.2** | The PIP aim statement clearly specified the population for the PIP. | Identify the population that will be involved in the PIP. |
| **2.3** | The PIP aim statement clearly specified the time period for the PIP. | Include the start and end dates for the project to be conducted. |
| **2.4** | The PIP aim statement was concise. | Ensure the aim is understandable and explains the project’s basic framework. |
| **2.5** | The PIP aim statement was answerable. | Include the rate of desired improvement (from what to what) in each aim or question. |
| **2.6** | The PIP aim statement was measurable. | Identify a specific numerical goal(s) and target date(s). |
| **Standard 2:** | | |

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| **STANDARD 3: PIP POPULATION** (For PROPOSAL APPROVAL, total possible score: 2)  *Standard 3 applies to PROPOSAL and ANNUAL REPORT* | | |
| **Elements of This Standard** | | **Instructions** |
| **3.1** | The project population was clearly defined in terms of the identified PIP question (aim statement). | Describe the relevant population (all persons to whom the PIP question (aim statement) and indicators apply). Include:   * Any inclusion or exclusion criteria * Any enrollment/eligibility criteria (for example, requirements for how long participants had to be enrolled). |
| **3.2** | If the entire population supported or served by the contractor agency was included in the PIP, the data collection approach captured all persons to whom the PIP question applied. | If data for the entire population will be studied, describe how the data collection approach will capture all persons to whom the PIP question (aim statement) applied. |
| **Standard 3:** | | |

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| **STANDARD 4: SAMPLING METHOD** (For validation, total possible score: 4)  *Standard 4 applies to PROPOSAL APPROVAL and ANNUAL REPORT* | | |
| **Elements of This Standard** | | **Instructions** |
| **4.1** | The sampling frame contained a complete, recent, and accurate list of the target PIP population. (The sampling frame is the list from which the sample is drawn.) | Describe the sampling frame the PIP sample was drawn from. |
| **4.2** | The sample contained a sufficient number of persons, taking into account non-response. | Describe the method used to determine the sample size needed. |
| **4.3** | The method assessed the representativeness of the sample according to subgroups, such as (but not limited to) those defined by age, geographic location, or health or functional status or condition. | Describe how the sampling method represented subgroups. |
| **4.4** | Valid sampling techniques were used to protect against bias. | Ensure a valid sampling method was utilized. |
| **Standard 4: (enter N/A if sampling is not utilized)** | | |

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| **STANDARD 5: PIP VARIABLES AND PERFORMANCE MEASURES**  (For PROPOSAL APPROVAL, total possible score: 4)  *Standard 5 applies to PROPOSAL and ANNUAL REPORT* | | |
| **Elements of This Standard** | | **Instructions** |
| **5.1** | The indicators were adequate to answer the PIP question (aim statement). | List and define all PIP indicators/performance measures.  Clearly define each numerator and denominator.  Ensure the indicators are concise, measurable, and adequately answer the PIP question (aim statement). |
| **5.2** | The measure(s) captured changes in participant satisfaction or a positive impact on the participant experience in the IRIS program through improvement in participant services and/or participant issues or concerns, and/or participant wellness and safety, including [but not limited to] incident prevention | Summarize how the measure(s) captured changes in participant satisfaction or a positive impact on the participant experience related to participant services and/or participant issues or concerns and/or participant wellness and safety. .. |
| **5.3** | The process measure is meaningfully associated with outcomes (if applicable). | Identify any process measure(s) used, if applicable. |
| **Standard 5:** | | |

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| **STANDARD 6: DATA COLLECTION PROCEDURES** (For approval, total possible score: 7)  *Standard 6 applies to PROPOSAL APPROVAL and ANNUAL REPORT* | | |
| **Elements of This Standard** | | **Instructions** |
| **6.1** | The PIP design specified a systematic method for collecting valid and reliable data that represents the population in the PIP. | Clearly describe the data collection components for all PIP indicators. |
| **6.2** | The PIP design specified the frequency of data collection. | Describe the frequency of data collection; how often the data collection is planned. |
| **6.3** | The PIP design clearly specified the data sources. | Identify all data sources (for example, claims/administrative data, member files). |
| **6.4** | The PIP design clearly defined the data elements to be collected. | Describe what data is being collected. |
| **6.5** | The data collection plan linked to the data analysis plan to ensure that appropriate data would be available for the PIP. | Describe how the data collection plan aligns with the data analysis plan.  Describe how the data was stored and aggregated (for example, registry, database). |
| **6.6** | The data collection instruments allowed for consistent and accurate data collection over the time periods studied. | Identify data collection tools used. Include samples of any data collection tools or instruments as an attachment. |
| **6.7** | Qualitative data collection methods were well-defined and designed to collect meaningful and useful information from respondents (if applicable). | Identify any qualitative data collection methods used to collect data for the PIP aim, if applicable. |
| **Standard 6:** | | |

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| **STANDARD 7: DATA ANALYSIS AND INTERPRETATION OF PIP RESULTS**  (For ANNUAL REPORT, total possible score: 3)  This standard is specific to the data analysis and interpretation of results for the aim statements.  *Standard 7 applies to the ANNUAL REPORT AND the 5x5 PRESENTATION (as indicated)*  *. Contractor agencies are not required to address Standard 7in the PIP Proposal.* | | |
| **Elements of This Standard** | | **Instructions** |
| **7.1** | The analysis was conducted in accordance with the data analysis plan. | Describe how the data analysis was conducted and aligned with the data analysis plan*.* |
| **7.2** | PIP results and findings were presented in a concise and easily understood manner. | Present results accurately and clearly. Include any applicable tables, charts, and/or graphs. *[Include in PIP 5x5 presentation – Results slide 3].* |
| **7.3** | To foster continuous quality improvement, the analysis and interpretation of the PIP data included lessons learned about less-than-optimal performance. | Identify and discuss any lessons learned about less-than-optimal performance. *[Include in PIP 5x5 presentation – Impact slide 4].* |
| **Standard 7:** | | |

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| **STANDARD 8: IMPROVEMENT STRATEGIES** (For *ANNUAL REPORT*, total possible score: 6)  *Standard 8 applies to ANNUAL REPORT AND the 5x5 PRESENTATION(as indicated).*  *. Contractor agencies may but are not required to address Standard 8 the PIP Proposal* | | |
| **Elements of This Standard** | | **Instructions** |
| **8.1** | The selected improvement strategy was evidence-based, that is, there was existing evidence (published or unpublished) suggesting that the test of change would be likely to lead to the desired improvement in processes or outcomes (as measured by the PIP variables). | Describe how the improvement strategy was selected with respect to available evidence from the literature, data, root cause analysis, or barrier analysis.  Explain how the improvement strategy was determined to be likely to lead to the desired improvement in processes or outcomes. |
| **8.2** | The strategy was designed to address root causes or barriers identified through data analysis and quality improvement processes. | Discuss how the improvement strategy was designed to address root causes or barriers identified through data analysis and quality improvement processes. *[Include in PIP 5x5 presentation – Changes Made slide 2]* |
| **8.3** | The rapid-cycle PDSA approach was used to test the selected improvement strategy. | Include how the Plan-Do-Study-Act (PDSA) approach was utilized. *[Include in PIP 5x5 presentation – Changes Made slide 2]* |
| **8.4** | The strategy was culturally and linguistically appropriate. | Discuss how the improvement strategy was culturally and linguistically appropriate. This element is always applicable, even for non-participant facing improvement strategies. |
| **8.5** | The implementation of the strategy was designed to account or adjust for any major confounding variables that could have an obvious impact on PIP outcomes (for example, participant risk factors, Medicaid changes, program policies or practices). | Describe how implementation of the strategy was designed to account or adjust for any major confounding variables that could have an obvious impact on PIP outcomes (for example, participant risk factors, Medicaid changes, program policies or practices)*.* |
| **8.6** | Building on the findings from the data analysis and interpretation of PIP results, the PIP assessed the extent to which the improvement strategy was successful and identified potential follow-up activities. | With respect to the PIP data analysis and interpretation of the results, explain how the PIP assessed the extent to which the improvement strategy was successful; identified potential follow-up activities. *[Include in PIP 5x5 presentation – Results and Impact and Next Steps slides 3, 4, and 5].* |
| **Standard 8:** | | |

**Additional Information:**

* Please list any references relevant to this PIP.
* Attach any documents or tools relevant to this PIP.