**SHORT QI ACTIVITY TEMPLATE “QI ON THE FLY”**

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| Date:4/10/2020 | | Community Agency: Click here to enter text. |
| Problem Statement | **What is the problem that you are encountering?**  Click here to enter text. | |
| **What are you hoping to achieve?**  Click here to enter text. | |
| Brief Diagnostics | **How did we identify the problem? What do we think is the underlying issue?**  Click here to enter text. | |
| **What information helped to better define the problem and what you will do next?**  Click here to enter text. | |
| **Who did we consult?**  Click here to enter text. | |
| Measurement | **How will we know that change is an improvement? What is the outcome you will measure?**  Click here to enter text. | |
| Change Ideas | **What changes are we making? (What are the change ideas you are trying/testing?)**  Click here to enter text. | |
| PDSA | **Plan: *How will the change be carried out? (who, what, when, where the change will be tested or implemented)***  Click here to enter text. | |
| **Do**: ***What happened when we implemented the change? What did you observe including successes and unexpected learnings?***  Click here to enter text. | |
| **Study:*****What was the impact of your change? Did the change result in improvement? How do we know? What other measurement might help you assess the impact of your change (e.g., virtual call volumes)***  Click here to enter text. | |
| **Act:** ***What other changes need to be made? Are there more modifications or other change ideas that we need to try? Will we adopt, adapt or abandon the change idea?***  Click here to enter text. | |
| Sustain | **Is this change an improvement?**  Yes  No | |
| **Is this change something we want to sustain when we are past the COVID pandemic?**  Yes  No | |
| **If yes, what will we have to do to sustain the change?**  Click here to enter text. | |
| Comments | Click here to enter text. | |