PERFORMANCE AND QUALITY IMPROVEMENT (PQI) STANDARD CHECKLIST

PQI 1: Infrastructure
Building the System

- PQI plan
- PQI operational procedures
- Document or chart that describes the organization's PQI structure including committees, work groups, and member lists, as appropriate
- PQI meeting/activity schedule for the next 12 months

PQI 2: Roles and Responsibilities
Who Does What

- Job description of staff member(s) responsible for oversight and coordination of the PQI system
- Tables of contents of PQI training curricula
- Job descriptions of staff with ongoing PQI responsibilities
- Documentation tracking staff completion of PQI training
- PQI training curricula

PQI 3: Performance and Outcomes Measures
Defining & Measuring Success

- Client-Centered Logic Model with outcomes, outputs, data sources, indicators, and targets
- PQI outcomes documentation (referenced in the Logic Model within each service standard)
- *(For re-accreditation)* Most recent Final Accreditation Report (FAR)
- Regulatory/licensing or other external reviews/reports
- Documentation that COA Stakeholder Surveys were distributed (e.g., email chains, Stakeholder Survey Recipient Reporting Form)

PQI 4: Case Record Review
Reviewing the Work

- Case record review procedures, including sampling methodology
- Sample of case record review data collection tool(s)
- Most recent quarterly report from the case record review process
- Results of external case record audits, if applicable

PQI 5: Analyzing and Reporting Information
From Data to Decisions

- Procedures for collecting, reviewing, and aggregating PQI data
- Data analysis/reports related to the elements in PQI 5.02
- Most recent summary documents or reports provided to internal and external stakeholders
- Procedures for sharing and reviewing reports and findings with staff and stakeholders
- PQI committee/work group minutes for analyzing PQI information
- Documentation of stakeholder review and discussion of PQI results, including meeting minutes and agendas
- Governing Body meeting minutes regarding review of PQI data
- Documentation of improvements made from the analysis and use of PQI data, including any related corrective action/improvement plans

Disclaimer: *This document is intended solely as a reference checklist to support Accreditation/Certification preparation efforts. For comprehensive requirements and guidance, please refer to the full Performance Quality Improvement COA Accreditation Standard.*