***Please complete this worksheet in its entirety***

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| **Agency Name: Choose an agency.** |
| **Fiscal Period:** Choose an item. |
| **Date:** Click here to enter a date. |

**Project Name:** Click here to enter text.

|  |  |
| --- | --- |
| Project Start Date | Current PDSA Stage?  Plan  Do  Study  Act |
| Click here to enter a date. |
| Project Cycle # |
| Click here to enter number |

**Project AIM Statement -** *What does your agency want to accomplish?*

Click here to enter text.

**Baseline Data:** Click here to enter text.

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| **PLAN –** *Identify an opportunity and plan for improvement, including a plan for collecting data* |
| **What is the problem?**  Click here to enter text.  **How did you identify the problem? -** *Describe the data, including Numerator and Denominator*  Click here to enter text.    **Who is on your team?**  Click here to enter text.  **What are you going to try?**  Click here to enter text.  **How will you know that your project is a success?**  Click here to enter text. |

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| **DO -** *Try it out on a small-scale.* |
| **What did you try (Activity)?**   1. Click here to enter text. |

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| **STUDY –** Observe the results and analyze the data. |
| **Summarize what happened and lessons learned.**  Click here to enter text. |

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| **ACT -** Refine the change as necessary. |
| **What will you do next time? Expand? Start Over? Explain.**  Click here to enter text. |

**Repeat PDSA!**

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**Submit PDSA worksheet quarterly to** **your DHE designated QM Specialist and Project Officer**

***For training or technical assistance, contact your designated QM Specialist listed above.***