**CLINICAL QUALITY MANAGEMENT PLAN TEMPLATE**

**INSTRUCTIONS PAGE**

**Please read carefully and do not submit this page with your plan.**

This template is organized to match the “Clinical Quality Management Plan Review Checklist” (if you need a copy of this checklist, please contact your assigned Quality Coach or rw.quality@dc.gov). **Use this checklist as a guide to complete each section** and reference [Policy Clarification Notice 15-02](https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/pcn-15-02-cqm.pdf) when completing your Quality Management Plan – In particular, for the Infrastructure and Performance Measurement sections.

How to use:

* Quality Management Plan length:
	+ The body of this plan does not need to be lengthy, as long as it completely addresses the information in the “Clinical Quality Management Plan Review Checklist.”
* The first page is your **cover page**. Replace the language highlighted in gray with the information that language asks for. Feel free to use your organization’s logo and font.
* On the page after the cover page, you will see **six section headings:**
	+ These are ordered the same as the “Clinical Quality Management Plan Review Checklist.” Please do not change the order of the sections.
	+ Address each section under its appropriate section heading and feel free to add sub-headings as needed.
	+ These headings have been **formatted** using Microsoft Word Heading 1 style. You can simply start typing in Normal style under each heading.
	+ If you want to include additional information/documentation, you may do so in the Annexes section.
* Signatory/Approval Page:
	+ This page follows the six section headings.
	+ This page should include all signatures and signature dates of the parties your organization requires to review/sign off on your Quality Management Plan.
* Annexes:
	+ For your convenience, the Performance Measure Portfolio template has been included as Annex A.
	+ We recommend you include the table format version of your Work Plan as an annex, as well.

Insert Agency/Organization Name

 Insert Timeframe, for example: GY34 (March 2024 – March 2025)

Insert Last Revised/updated date, for example: Revised March 1, 2024

# Quality Statement

# Annual Quality Goals

# Quality Infrastructure

# Performance Measurement

# Quality Improvement

# Clinical Quality Management Program Evaluation

# Work Plan

# CQM Plan Approval/Signatory Page

# ANNEX A: Performance Measure Portfolio

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Funded service category** *(list of all RWHAP funded service categories)*  | **Client services utilization data** (expressed as a percentage)  | **Performance measure(s)** (list the measures selected for each service category)  | **Numerator** (list how each measure’s numerator is **defined**)  | **Denominator** (list how each measure’s denominator is **defined**)  | **Baseline Data** (data point at end of previous grant year/start of current grant year)  | **Data source(s)** (What is the primary source for data? What data management system stores the data? How does the recipient access needed data?)  | **Frequency of data collection** (How often is CQM data collected? What are the measurement periods?)  | **Method of data collection**  (How is subrecipient provided data received? Does the recipient aggregates data? How are data reports managed?)  | **Method to analyze data** (How is data integrity validated? Who is responsible for data analysis? Is the data stratified? How?)  | **Method for sharing data**  (How is data shared? When? With whom?)  |
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# ANNEX B: