

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](#) 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 B: