**Quality Management Committee Meeting Minutes**

Submission Instructions: Email this document to your assigned Quality Coach and cc RW.Quality@dc.gov **and your assigned Program Officer.**

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| --- | --- |
| **Provider Name** |   |
| **Date/Time/Location** |  |
| **Members Present** |   |
| **Members Absent** |   |
| **Others in Attendance** |   |

**Instructions (You can delete these after you fill this out)**: Quality Management Committee Meeting Minutes are key and should at minimum document the following:

* Committee actions and decision making – ongoing/regularly
* Quality Improvement Project progress – at least quarterly
* Customer involvement – ongoing/regularly; **do not include name of customer(s), please just note ‘customer’ when a customer is in attendance**
* Performance measure updates/progress – quarterly; please include baseline and quarterly updates each time
* Follow-up/action items – ongoing/regularly
* Review of QM Plan – at least annually; otherwise as needed/updated as needed

**Agenda:**

**Minutes:**

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| --- | --- | --- | --- | --- |
| Agenda Item | Discussion | Action Items  | Person Responsible | Deadline |
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