

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.

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:

Agenda Item	Discussion	Action Items	Person Responsible	Deadline