

**New York State Department of Health AIDS Institute  
Ryan White Part B Clinical Quality Management Program  
2021-2022 Annual Quality Improvement Project Submission Form**

**Guidance and Background**

**Condition of Award Quality Management Expectations:**

The New York State Ryan White Part B Clinical Quality Management Program requires all Ryan White Part B-funded contractors to:

- select a topic for an annual quality improvement project based on agency-specific data findings and input from clients and staff;
- set up local improvement teams with cross-functional representation, which ideally includes clients;
- conduct a quality improvement project that investigates and improves identified priorities using quality improvement tools and methodologies, such as the Plan, Do, Study, Act (PDSA) Cycle;
- routinely share quality improvement project updates with other service providers using the AIDS Institute-provided meeting structures; and
- report the quality improvement project findings at the conclusion of the annual quality improvement project.

**Annual Quality Improvement Project Steps:**

This Annual Quality Improvement Project Submission Form is to be utilized to document the planning, delivery, and follow-up related to your quality improvement project.

- Select one topic for your annual quality improvement project based on the 2021-2022 AIDS Institute Annual Improvement Goals; if you receive funding for multiple Ryan White Part B service categories, select one quality improvement project that reflects these funding streams
- Complete this form and return to your AIDS Institute contract manager at the established deadline for review
- Implement your quality improvement project focusing on the identified priority by establishing a cross-functional improvement team and using the Plan, Do, Study, Act (PDSA) Cycle framework or equivalent framework
- Routinely present your quality improvement project updates at quality improvement meetings using the provided slide template and integrate any feedback and guidance you receive by other HIV service providers, contract managers, and AIDS Institute content experts
- Using the provided template, submit your quality improvement storyboard to summarize your quality improvement project efforts and results to your contract manager at the end of the contract year for review

**2021-2022 AIDS Institute Annual Improvement Priorities:**

In consultation with internal and external stakeholders, the Ryan White Part B Clinical Quality Management Program has determined the following key improvement goals for Ryan White Part B-funded service providers to choose their annual quality improvement project topic:

- Health equity by focusing on one key population
- Consumer involvement/improvement of patient reported experience measures
- Advancing QI culture within the agency
- Service delivery improvement by determining one key aspect of service that will measurably improve the quality of service delivery

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<b>Agency Name:</b>	
<b>Agency Contact:</b>	
<b>Date of Submission:</b>	
<b>Contract Manager:</b>	
<b>Ryan White Part B Service(s):</b>	<input type="checkbox"/> Emergency Financial Assistance <input type="checkbox"/> Food Bank/Home-Delivered Meals <input type="checkbox"/> Health Education/Risk Reduction <input type="checkbox"/> Housing <input type="checkbox"/> Medical Case Management including Treatment Adherence <input type="checkbox"/> Medical Transportation <input type="checkbox"/> Non-medical Case Management Services <input type="checkbox"/> Psychosocial Support Services <input type="checkbox"/> Other Professional Services

**Focus of Quality Improvement Project (select one)** - Indicate the topic of choice for your annual quality improvement project:

- Health equity by focusing on one key population*
- Consumer involvement/improvement of patient reported experience measures*
- Advancing QI culture within the agency*
- Service delivery improvement by determining one key aspect of service that will measurably improve the quality of service delivery*

**Rationale for Selection** – Briefly describe why this project is worth pursuing. Consider including qualitative and quantitative data. Be as concrete as possible. *How do you know it's a problem? What kind of evaluations or observations have you conducted (e.g., root cause analysis, client input/surveys)? What qualitative and quantitative data, if any, do you have to describe the magnitude of your problem?*

*(Fill in your rationale here)*

**Aim Statement** – Briefly outline your improvement goals for your quality improvement project. *What do you want to accomplish by the end of your project? What are your measurable goals you want to reach? Are your goals SMART (Specific, Measurable, Achievable, Results-Oriented, and Time- Bound)? For example: At least 85% of all clients with HIV served by the agency and receiving the Ryan White Part B-funded service will be virally suppressed by June 2022 compared to the baseline of 74% in January 2021.*

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*(Fill in your aim statement here)*

**Improvement Team** – Briefly list the individuals involved in the quality improvement project and their role. *Who is on the improvement team? What are their names and titles? Who is the lead of the project? Is a client with lived experiences involved in the project? What are everyone’s specific roles?*

*(Fill in your improvement team here)*

**Change Ideas** – Briefly list the tests of change that you are currently planning to implement that will hopefully result in meaningful and measurable improvements at your agency. Keep it simple and manageable. *What are your next improvement steps? What PDSA Cycles are you planning to test out next? Are the change ideas evidence-based/evidence-informed?*

*(Fill in your change ideas here)*