

# Training Module 11

Continuous Quality Improvement Series

## Monitoring progress

*This module aligns with CQI Step 5: Implementing—Monitor progress toward your goal*

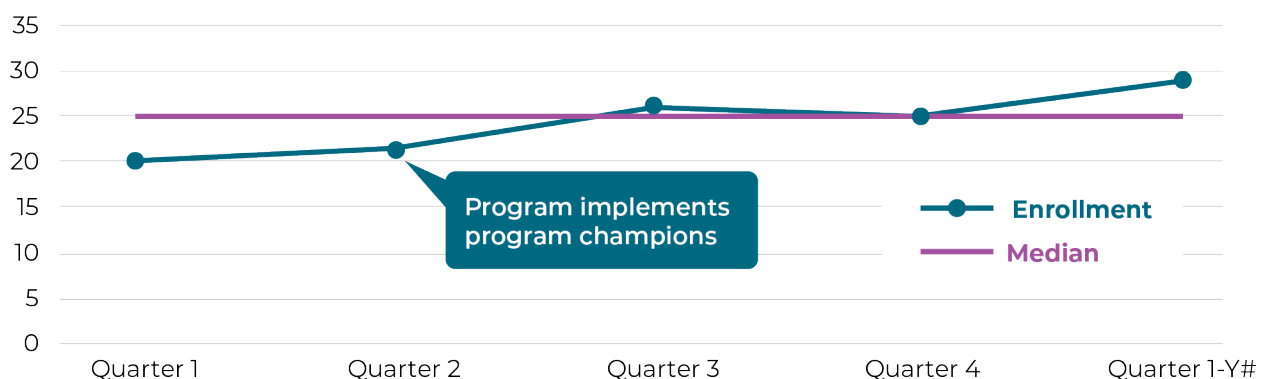
This module is part of a series of guidance resources and tools on continuous quality improvement (CQI) developed as part of the Sexual Risk Avoidance Education National Evaluation (SRAENE). The series includes a [template](#) to guide CQI work, a set of modules providing detailed information on the steps included in CQI, a [tool programs](#) can use to assess their CQI practices and processes, and a [brief](#) describing the development process used for the series and lessons learned from a set of Sexual Risk Avoidance Education grant recipients that used the tools during a pilot. For all resources in this series, as well as other resources developed as part of SRAENE, please visit the SRAENE website.

For more products, visit the [CQI page on the SRAENE website](#).

After implementing a strategy, your team should also develop a plan for monitoring long-term progress toward your improvement goal. In the **Step 1: Planning** table, your team specified a data source to track to assess progress toward your SMART goal. Develop a plan for using these data to gauge whether you're making progress toward your improvement goal. For example, how often will you monitor it? Who will monitor it?

A run chart is a tool to show patterns in the data you track regularly (Figure 1). Run charts show changes to a data point over time and compare changes against the median of all data points. A run is a string of data points on either side of the median. The idea of a run chart is not to examine every variation that occurs, but to focus on trends (for example, an upward trend or a string of points above the median). The chart below shows quarterly enrollment at a community-based program. As noted above, the program aims to reach 40 youth per quarter, and tracking shows the program's steady improvement. Given the improvement, the

**Figure 1: Sample run chart showing quarterly enrollment in programming**



program concludes the program champions strategy is successful, but the work in improving recruitment and enrollment is not complete.

## Completing the CQI Plan Template



Complete the table under **Step 5: Implementing** in the [CQI Plan Template](#) to specify how often you'll track data related to your improvement goal and who will be responsible to monitoring. The below table provides an example of a monitoring plan using the improvement goal introduced earlier to improve youth engagement ratings:

Improvement goal (from Table C1)	Strategy for improvement (from Table C3)	Data source(s) to assess progress (from Table C1)	Frequency of monitoring	Staff responsible
Our goal is to increase the number of youth served in a year in community-based sites from 22 per quarter to 40 per quarter	We will develop program champions, drawing on youth alumni of the program, to make the pitch for the program to other youth	Enrollment data	Monthly	The program director will monitor enrollment and share trends monthly during staff meetings

**Title:** Continuous Quality Improvement Training Modules

**November 2022**

**Authors:** Annie Buonaspina and Brittany Tabora

**Project Officers:** Calonie Gray and Tia Brown, Office of Planning, Research, and Evaluation, and MeGan Hill, Family and Youth Services Bureau

**Project Directors:** Susan Zief and Heather Zaveri  
 Mathematica  
 1100 First Street, NE, 12th Floor  
 Washington, DC 2002-4221

**Contract Number:** HHSP233201500035I/HHSP23337031T

**This report is in the public domain. Permission to reproduce is not necessary.**

**Suggested citation:** Buonaspina, Annie, and Brittany Tabora. "Continuous Quality Improvement Training Modules." Washington DC, Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

**Disclaimer:** The views expressed in this publication do not necessarily reflect the views or policies of the Office of Planning, Research, and Evaluation, the Administration for Children and Families, or the U.S. Department of Health and Human Services. This report and other reports sponsored by the Office of Planning, Research, and Evaluation are available at <https://www.acf.hhs.gov/opre>.

## Connect with OPRE

