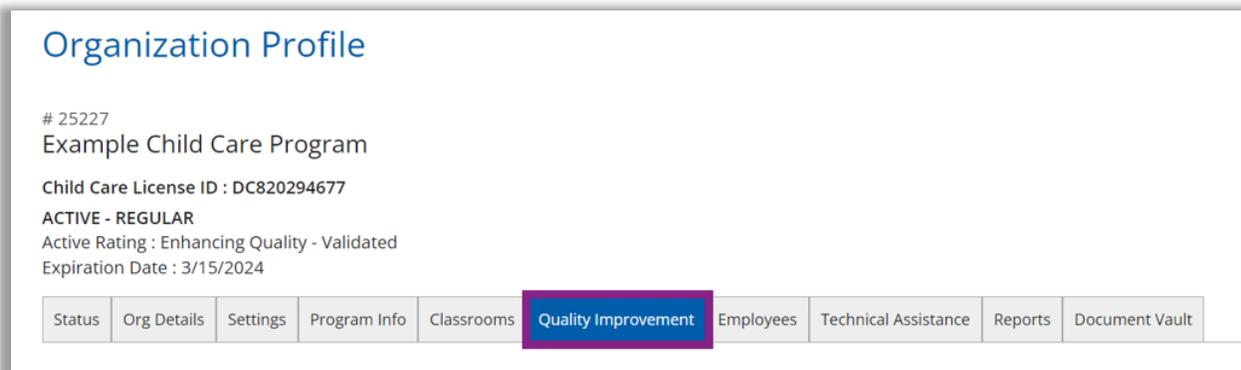# Managing the Quality Improvement Plan (QIP)

Creating Goals in a Quality Improvement Plan (QIP)

1. Login to your Individual Account in MiRegistry and select the Organization in the Context Menu.
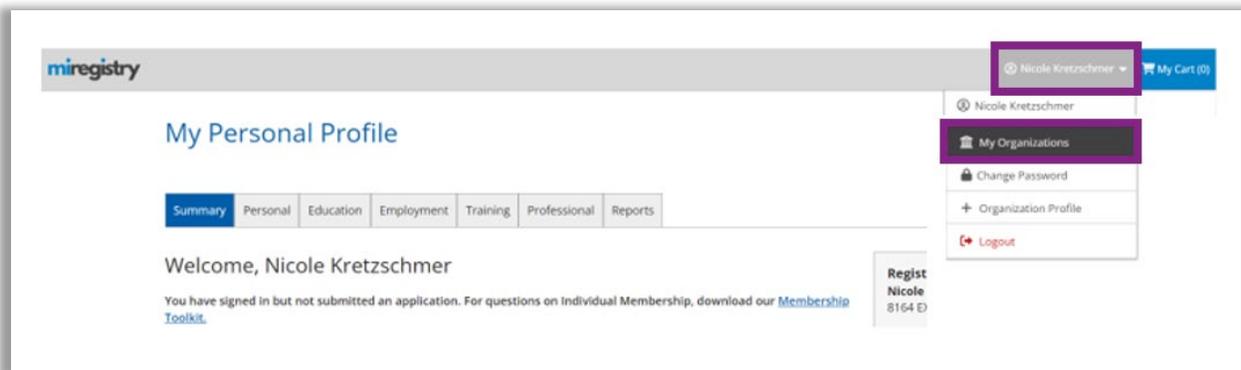
2. Select the Quality Improvement tab at the top of the Organization Profile.

3. On the Quality Dashboard page, scroll to the bottom to see the Quality Improvement Plan.

4. Select the Add Goal button to add goals to the program's Quality Improvement Plan (QIP).

5. First, type in the goal. Then under Required Info, select the Quality Improvement Category, Supports GSQ Quality Indicator, and Type.

6. To move to the Enhancing Quality level, the program must choose at least one goal for quality improvement to be reviewed by a Coach. To mark a goal for Coach Review, select the Requires Coach Review box in the details section.

7. Next, add to whom the goal is assigned, the due date, the classrooms the person is assigned to, and the objective for the goal as these are required for goals used in the Great Start to Quality process. Additionally, documentation or notes can be added to support completing the goal.

8. Once all information has been added, select Save at the bottom of the page.

Managing Goals in the QIP

1. If updates are needed to a program's goal, select the Manage button.

2. While working on each goal, add documentation or notes to show progress or completion.

3. Based on the dates selected for completion, the item will show in either the *In Progress, Requires Coach Review, Past Due, Completed, or Archived* sections of the QIP for easy tracking and monitoring.
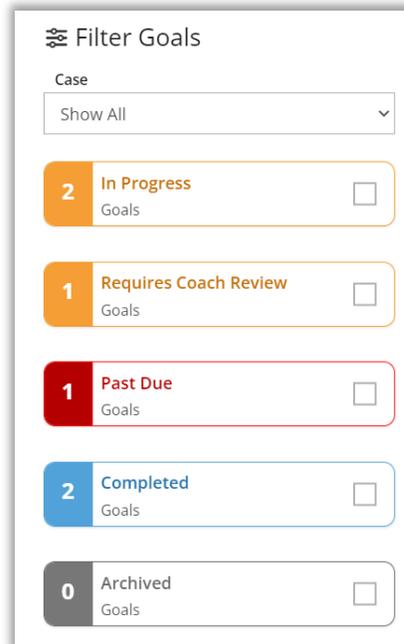
Creating High-Quality Goals in the QIP

The process of creating goals is important because planning for areas of improvement shows dedication to providing high-quality care. A goal also shows a plan for making progress. Rather than adding a generic statement about developing a QIP, taking professional development, or working with a Quality Improvement Coach, make the goals specific. A high-quality goal is one that is specific, requires action, and has a deadline for completion. Adding this level of detail makes the goals achievable and supports improving the program's quality. Below are some examples of high-quality goals that may help as the program's goals in the QIP are created or updated.

- Both my assistant and I will register for training in MiRegistry about anti-bias approaches by May 1, 2023. I will then add a goal to my QIP by July 1, 2023, about something I learned and want to implement in my program.
- I will develop a process to complete annual evaluations and individual professional development goals for my staff by April 1, 2023. I will then start implementing the process and complete the evaluation and individual development plans with all staff by June 1, 2023.
- I will take training on suspension and expulsion prevention by February 1, 2023. I will then use what I learned from the training to create a description for families and staff about how I prevent suspension and expulsion in my program by June 1, 2023.

For additional guidance in developing a Quality Improvement Plan and creating goals, contact the local Great Start to Quality Resource Center at 877-614-7328.