# QUALITY MANAGEMENT PLAN & ACTION PLAN REVIEW CHECKLIST

**Instructions:** Quality management plan reviewers are encouraged to use and share this checklist to engage in meaningful conversations about QM Plans and their Action Plans, provide technical assistance, offer positive feedback, and suggest ways to improve. All key elements to ensure success of QM Plans and their Action Plans are included in this tool. The absence of any of these key elements may indicate the need for technical assistance to ensure success.

| ENTITY & REVIEWER DETAILS | | | |
|---|---|---|---|
| **ENTITY NAME:** | | **REVIEWER NAME:** | |
| **TOPIC** (e.g., Employment, Community Participation): | | **DATE REVIEWED:** | |

| Review of Key Elements: QM Plan & Action Plan | Yes | No | Comments |
|---|---|---|---|
| **Agency leadership is engaged in plan development:** Best practice for success | | | |
| **System stakeholders are engaged in plan development:** Best practice for success | | | |
| **Person-centered outcomes data:** Are reviewed/used to determine priorities and develop QM Plan | | | |
| **QM Plan is revised at least every 3 years per 6100 regulations:** Best practice for success is to review and update, as appropriate, on a yearly basis | | | |
| **Evidence of progress toward achieving goals/objectives:** Measured through review of routinely collected, organized and analyzed data that is accessible on demand (e.g., a spreadsheet or report) | | | |
| **Changes are made to the Action Plan:** If applicable, as indicated by review of data and information | | If N/A, note here: | |
| **Action items are completed and status is documented on the Action Plan** | | | |

| Recommendations for a Quality QM Plan | Yes | No | Comments |
|---|---|---|---|
| **Focus Area** (e.g., "Participant-centered service planning and delivery") | | | |
| o   Is 1 of 7 focus areas found in the HCBS Quality Framework | | | |
| **Goal** (e.g., "People are engaged and participating in their community") | | | |
| o   High-level and general in nature | | | |
| o   Stated in a person-centered way | | | |
| **Desired Outcome** (e.g., "People work in Community Integrated Employment") | | | |
| o   Linked to an ODP ISAC Recommendation, waiver performance, or regulatory requirement | | | |
| o   Stated in a person-centered way | | | |
| o   Drives the target objective | | | |
| **Target Objective** (SMART) (e.g., "Increase number of people working in CIE by 20% to 103 by June 30, 222. Baseline: FY 20-21 = 86.") | | | |
| o   Specific | | | |
| o   Measurable | | | |
| o   Attainable (Achievable) | | | |
| o   Realistic | | | |
| o   Within a Timeframe | | | |

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