Improvement Planning: Frequently Asked Questions

1. **What is the timeline for improvement planning?**

   Improvement planning takes place when the SPSR KPI analysis and ratings are complete, which is typically April–May.

2. **Who is responsible for writing the improvement plans?**

   The *Early On* coordinator is responsible for facilitating the improvement planning process and developing improvement plans in conjunction with the SPSR team.

3. **How do I know what to focus the improvement plans on?**

   Improvement plans must be developed for each KPI that is rated "needs improvement" by the SPSR team.

4. **What will I be documenting in the improvement plan?**

   The following components must be documented in the improvement plan: the indicator/object in need of improvement; the desired/expected evidence of correction and improvement (change); strategies/methods to bring about change (specifics); justification, or why the chosen strategies are appropriate; identification of responsible people; due dates for strategies, products, or deliverables from the specific task/activity; and the method of evaluation or measurement of that task.

5. **Once the improvement plan is developed, what do I do next?**

   Using the electronic workbook tools, the *Early On* coordinator must submit the improvement plan to the MDE, along with the contents of the SPSR (data, analysis/rating), by the May 30th deadline. The coordinator must submit progress reports regarding the improvement activities to the MDE every three months until evidence of change is produced or until the service area's next SPSR, whichever comes first.

6. **How long does the improvement planning process take?**

   The length of the improvement planning process depends on the number of items identified in your KPI rating and analysis as "needs improvement" as well as your SPSR team's ability to reach a consensus when addressing the components of an improvement plan.