
Improvement Planning: An *Early On* Coordinator's Guide

Managing the improvement planning process of the service provider self-review (SPSR) is the responsibility of the *Early On* coordinator. This guide will help you prepare for and conduct your improvement planning responsibilities.

PART 1: ABOUT IMPROVEMENT PLANNING

The purpose of improvement planning is to bring about systemic changes that will improve child/family outcomes and bring your service area into compliance with federal and state regulations. As an *Early On* coordinator you are responsible for facilitating the improvement planning process and developing improvement plans in conjunction with your SPSR team. Improvement planning takes place when the SPSR KPI analysis and rating process is complete, typically from April–May.

PART 2: THE IMPROVEMENT PLANNING PROCESS

Improvement planning takes place once your SPSR team has completed the analysis and rating process. Improvement plans must be developed for each KPI that is rated “needs improvement” by the team. The improvement plan must specify what evidence you plan to use to show a correction of the current error AND describe what you plan to change in the future to prevent such errors from recurring.

The following components must be documented in the improvement plan:

- Indicator/object in need of improvement
- Description of findings, or why the improvement plan is necessary
- Desired/expected evidence of correction and improvement (change)
- Specific tasks (strategies/methods/practices) to bring about change
- Justification, or why the chosen strategies are appropriate
- Identification of responsible people
- Due dates for tasks
- Products, or deliverables from the specific tasks
- Method of evaluation or measurement of that task

Improvement plan forms are provided in the SPSR workbook and are available for download on the training website.

PART 3: ENTERING THE IMPROVEMENT PLAN INTO THE SPSR ELECTRONIC WORKBOOK

The improvement plans must be entered into the SPSR electronic workbook. This can be done only after the KPI analysis and rating process is completed and has been entered into the SPSR electronic workbook. The *Early On* coordinator should determine who will enter the data and when it will be done, and then plan accordingly.

Information about using the SPSR electronic workbook will be available in late fall 2007.