

## PLAN DO STUDY ACT (PDSA) FORM

**Directions:** Use this Plan-Do-Study-Act (PDSA) form as a tool to plan and document your progress with tests of change conducted as part of your quality improvement project(s). This tool should be completed by the Las Vegas TGA designated Single Point of Contact (SPOC) with review and input of the project team. Answer the questions below to plan, conduct, and document your PDSA cycles. Keep in mind that quality improvement usually involves multiple PDSA cycles in order to achieve an aim. Use as many forms necessary to track your PDSA cycles. Please refer to the Specific, Measurable, Achievable, Relevant and Time Specific (SMART) Goals from the Las Vegas TGA Annual Quality Management Plan Calendar Year 2023. Quarterly Data Reporting is due by the 10th day of May, August, November, and February. \*If the data reporting day falls on a weekend or holiday, data reporting will be due on the last working day before the holiday or weekend.

Agency:

SPOC:

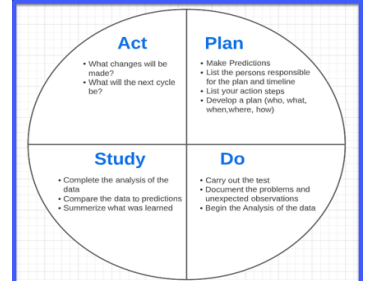
Quarter: Q1 Q2 Q3 Q4

Baseline Data: 2022

Data Reporting:



**LAS VEGAS TGA**  
PART A HIV/AIDS PROGRAM  
CLARK | MOHAVE | NYE COUNTIES



### PLAN

**Test/Implementation Plan:** Make prediction(s). List your action steps and person(s) responsible for the PDSA. What resources will be needed? Plan a small test of change. How long will it take to implement (use the 2023 CQI timeline as a guide)?

**Data Collection Plan:** Who will collect the data? What data/measures will be collected? When will the collection of data take place? How will the data (measures or observations) be collected and displayed? What decisions will be made based on data?

## DO

**Activities/Observations:** Record activities/observations that were done in addition to those listed in the plan:

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## STUDY

**Prediction: Learning (comparison of questions, predictions, and analysis of data):** Copy, paste and compare the prediction from the "Plan" above and evaluate learning. Complete analysis of the data. Insert graphic analysis whenever possible. Summarize what was learned. Did the change lead to an improvement? Why or why not?

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## ACT

**Describe the next PDSA Cycle:** Based on the learning in "Study," what is your next test?