

# PLAN DO STUDY ACT (PDSA) FORM

**Directions:** Use this Plan-Do-Study-Act (PDSA) form to track your agency's progress as part of the Quality Improvement Project (QIP). This tool should be completed by the Las Vegas TGA designated Single Point of Contact (SPOC) with review and input from the project team.

QIP Proposal Due 3/10/2024

QIP Cycle Ends 7/01/2024

Cycle 1 Report Due 8/10/24

QIP Proposal Due 9/10/2024

QIP Cycle Ends 1/01/2025

Cycle 2 Report Due 2/10/25

SPOC:

Agency:

**Problem Statement:**

**Aim Statement:**

**Data Collection:**

**Outcome:**

**PLAN:** Make prediction(s). List your action steps and person(s) responsible for the PDSA. What resources will be needed? How long will it take to implement (use the 2024 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?



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**DO:** Carry out and record activities/observations that were done on a small scale. Document observations, including any problems and unexpected findings.

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**STUDY:** Summarize what was learned. Look for unintended consequences, surprises, successes, failures. Did the change lead to an improvement? Why or why not?

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**ACT:** Based on the learning in “Study,” what is your next test? What will you adapt, adopt, or abandon?