

## Instructions for using the CQI Tool

Make as many copies of the tool as you need for your workgroup to complete this task. The process for completing the CQI Tool is as follows:

1. Insert the name of your program, the name of the person(s) completing the tool, and the data it was completed.
2. In the *Program Needs and Desired Outcomes Section* of the CQI Tool, input the needs that your program addressed and the desired outcome statements from your **SMART Desired Outcomes Statements Tool** that you completed in Step 2.
3. In the *Program Implementation Section* of the CQI Tool, input the specifics of the implementation of your program by answering the questions in this section.
4. In the *Process Evaluation Section* of the CQI Tool, input the specifics of the process evaluation of your program by answering the questions in this section.
5. In the *Outcome Evaluation Section* of the CQI Tool, input the findings from your outcome evaluation including whether or not you met your desired outcomes for the program. In addition, indicated for which outcomes further action is needed.
6. In the *Planning Program Improvement Section* of the CQI Tool, read the CQI questions in column 1 and answer them in column 2. If there are areas you could improve the next time you deliver your program, note them in column 3. As you answer these questions, your answers to the previous sections of the CQI Tool will help you think through all that has happened to date.

NOTE: When you get to CQI question #8, go back to columns 5 & 6 of the *Outcome Evaluation Section* of the CQI Tool and focus in on whether you met your desired outcomes and address the ones where you indicated actions were needed.

7. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

# Continuous Quality Improvement (CQI)

Program Name:

Name of person completing form:

Date:

PROGRAM NEEDS AND DESIRED OUTCOMES	
What were the needs that your program addressed?	What were the desired outcomes of your program?
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Adapted from: RAND. (2007). Imm, P., Chinman, M., Wandersman, A., Rosenbloom, D., Guckenburger, S., & Leis, R. Preventing Underage Drinking: Using Getting to Outcomes with the Strategic Prevention Framework to Achieve Results. [http://www.rand.org/pubs/technical\\_reports/TR403/](http://www.rand.org/pubs/technical_reports/TR403/)

PROGRAM IMPLEMENTATION

**Who and When?**

What time are you reporting on?	
---------------------------------	--

**Who did you plan to reach with your program?**

Number:	
---------	--

Ages/Grades:	
--------------	--

Other Relevant Characteristics:	
---------------------------------	--

**How well was the program attended?**

How many attended your program even once?	
---	--

In general, did you offer all of the intervention activities that were planned for this time period (did you maintain fidelity)?	<input type="radio"/>	YES	<input type="radio"/>	NO
--	-----------------------	-----	-----------------------	----

If you answered no, about what percent of the program was actually delivered (for example, how many sessions were delivered out of the total number of sessions planned)?	
---	--

PROCESS EVALUATION

<p>How many people participated in the evaluation?</p>		<p>% of target (C/A x 100):</p>	<p>% of served (C/B x 100):</p>	
<p>Who took part in the evaluation (check all that apply)?</p>	<p>Program Facilitators or Staff <input type="radio"/></p>	<p>Program Participants (all of them) <input type="radio"/></p>	<p>Program Participants (some of them) <input type="radio"/></p>	<p>Others <input type="checkbox"/></p>
<p>How well does your evaluation represent the population you served (check one)?</p>	<p>Not at all well <input type="radio"/></p>	<p>Somewhat well <input type="radio"/></p>	<p>Very Well <input type="radio"/></p>	

C = the number of people who participated in the evaluation. A = the number of participants you planned to reach with your program. To generate this percentage, use the formal above, C divided by A, times 100.

C = the number of people who participated in the evaluation. B = the number of participants that attended your program even once. To generate this percentage, use the formal above, C divided by B, times 100.

OUTCOMES EVALUATION

Program Desired Outcome #1 (see page 1)

Measures	Pre-test Means or %	Post-test Means or %	Difference or Change (Post minus Pre-test)	Met Desired Outcomes?	If there was change, was it...	Action Needed?

Program Desired Outcome #2 (see page 1)

Measures	Pre-test Means or %	Post-test Means or %	Difference or Change (Post minus Pre-test)	Met Desired Outcomes?	If there was change, was it...	Action Needed?

Adapted from: RAND. (2007). Imm, P., Chinman, M., Wandersman, A., Rosenbloom, D., Guckenburg, S., & Leis, R. Preventing Underage Drinking: Using Getting to Outcomes with the Strategic Prevention Framework to Achieve Results. [http://www.rand.org/pubs/technical\\_reports/TR403](http://www.rand.org/pubs/technical_reports/TR403)

Program Desired Outcome #3 (see page 1)

Measures	Pre-test Means or %	Post-test Means or %	Difference or Change (Post minus Pre-test)	Met Desired Outcomes?	If there was change, was it...	Action Needed?

Program Desired Outcome #4 (see page 1)

Measures	Pre-test Means or %	Post-test Means or %	Difference or Change (Post minus Pre-test)	Met Desired Outcomes?	If there was change, was it...	Action Needed?

Program Desired Outcome #5 (see page 1)

Measures	Pre-test Means or %	Post-test Means or %	Difference or Change (Post minus Pre-test)	Met Desired Outcomes?	If there was change, was it...	Action Needed?

Program Desired Outcome #6 (see page 1)

Measures	Pre-test Means or %	Post-test Means or %	Difference or Change (Post minus Pre-test)	Met Desired Outcomes?	If there was change, was it...	Action Needed?

PLANNING PROGRAM IMPROVEMENTS

CQI Questions	Answers to CQI Questions	What will you do differently next time?
<p><b>Do you need to do another needs assessment?</b> Is your needs assessment data still current and relevant to your population? Have the needs of your priority population/ resources in the community changed? Were the data from your needs assessment consistent with what you saw and heard in the program?</p>		
<p><b>Do you need to change your program goals and desired outcomes or priority population?</b> Do you need to change the behaviors you are targeting? Do you need to change the determinants you are addressing? [Review your BDI Logic Model.]</p>		
<p><b>Should you consider new science-based programs?</b> Should you make other improvements to your program?</p>		
<p><b>Does the program continue to fit with your priority population, organization (both philosophically and logistically) and your stakeholder community?</b> If not, why not? Can adaptations be made?</p>		
<p><b>Do you have the resources to do the program well?</b> Has there been a shift in resources?</p>		
<p><b>How well did you plan?</b> What suggestions do you have for improvement?</p>		
<p><b>How well did you follow the plan you created?</b> Did you implement the program with fidelity? What were the main conclusions from the process evaluation?</p>		
<p><b>How well did the program reach its outcomes?</b></p>		