

**MN Public Health Collaborative for Quality Improvement
Obesity and Tobacco Use (SHIP)
Monthly Report Form**

PLAN	Agency:			
	Aim:			
	Measures: (Include both process and outcome measures.)			
	Team Members:			
	Month / Year:		Reported by:	

Please summarize the key action steps you have taken in the past month.			Describe the results of your action steps and what you learned from the process.	
DO	1.			CHECK
	2.			
	3.			
	4.			
	5.			
ACT				

What advice or assistance do you need from MDH, its partners, or the other project teams?

What are you proud of achieving?

Quality Improvement tools used:

Activity Network Diagram	☐	Interrelationship Digraph	☐
Affinity Diagram	☐	Matrix Diagram	☐
Brainstorming	☐	Nominal Group Technique	☐
Fishbone Diagram	☐	Pareto Chart	☐
Check Sheet	☐	Prioritization Matrix	☐
Radar Chart	☐	Run Chart	☐
Flowchart	☐	Tree Diagram	☐
Force Field Analysis	☐		

Other: _____

Description	Why is this important?
Report completed each month by lead of each team. To complete the form: 1. Save the form on your computer 2. Fill in the form by using the tab key to navigate through the form and complete the fields 3. Send the completed form and copies of your tools to your Public Health Nurse Consultant and Kim McCoy (kim.mccoy@state.mn.us) 4. If you are not able to e-mail, fax the documents to 651-201-3881.	• Helps you monitor your progress • Helps us know how to support you and your QI project • Enables us to monitor QI developments and learning statewide • Provides an opportunity for you to share success and challenges • Allows us to track accomplishments for reporting to our funders
Guidelines ◆ You are not expected to complete every field. Just report on what you have done. ◆ There are lots of QI tools for you to try. We encourage you to try as many as possible. You are not expected to use them all or to be an expert at any! ◆ It is not necessary to submit electronic copies of the all the tools that you use – you may make hard copies and fax them. However, please let us know if you would like help doing them electronically. ◆ Try these QI resources for more information: Public Health Foundation - http://www.phf.org/infrastructure/phfpage.php?page_id=55&pp_id=52 American Society for Quality http://www.asq.org/new-to-quality/index.html Michigan's Quality Improvement Guidebook http://www.accreditation.localhealth.net/index.htm	

Questions about the Monthly Report? Contact Kim McCoy: (651) 201-3877 or kim.mccoy@state.mn.us.