



## Performance Improvement Project (PIP) Documentation Worksheet

Performance Improvement Project (PIP) teams can use this documentation worksheet when developing and implementing a PIP to address an identified quality improvement issue. PIP teams should fill out this worksheet with input from nursing home management, various levels of staff, and residents/family, if applicable. Management and staff are encouraged to use this worksheet as a guide to support them in developing a PIP that best meets the unique needs of the nursing home.

**Identify the Problem.** One or two sentences on the issue or opportunity being addressed by this PIP.

**Identify the Goal.** One sentence on what this PIP aims to achieve.

**Identify Causes and Contributing Factors of the Issue.** Conduct a root cause analysis and document all potential causes and contributing factors.

**Describe Potential Intervention(s).** List all potential interventions or changes that the team could introduce to address the root cause of the problem or opportunity.

**Formalize the Intervention(s).** Describe who will be responsible for the intervention, where the team will implement it, and the timeline for implementation. Focus on interventions that promote sustainable change.

**Describe the Measures/Indicators that the PIP Team Will Use.** List what measure(s) or indicator(s) the team will use to monitor whether the change is effective. Be sure to list and describe both process measures and outcome measures.

**Process Measures.** Describe how the team will know the intervention(s) is/are occurring as planned.

**Outcome Measures.** Describe how the team will know the intervention(s) is/are having the desired effect.

**Identify How the PIP Team Will Inform Residents, Families, and All Levels of Staff of the PIP:**

**Determine How the Team Will Identify an Evolving Problem.** Describe what means the team will use to identify an evolving problem before audit results and outcomes might identify problems.

**Document Lessons Learned.** After completing the PIP, document key lessons that the team learned through the PIP.

**Determine Next Steps.** Performance improvement is a continuous process. In one to two sentences, indicate the follow-up steps that the team will implement to ensure the intervention is working and performance improvement will be sustained.