

Item	Description
New QI Activity	Not previously completed by the practice
1-Year Duration	Covers the full reporting period (July–Dec 2025 and ideally into 2026)
HCPF-Aligned Focus	Impacts clinical quality measures (e.g., chlamydia screening, well visits, immunizations)
Mid-Year & Annual Goals	Clearly stated, measurable targets
QI Team Identified	Includes named admin and provider champions
Champions Attend Meetings	Admin (2x/quarter) and provider (1x/quarter)
QI Method Used	e.g., PDSA cycle, root cause analysis, process mapping
Baseline Metrics	Current data established for target measures
Data Monitoring Plan	Includes process and outcome measures
Use of HCPF Practice Assessment Tool	Completed and used to guide activity selection
Patient Identification Strategy	Uses population data to target patients with care gaps
Practice Engagement with RAE	Ongoing communication, quarterly meetings, performance review
Technology Integration	EHR, HIE, or other tools used to support interventions
Evaluation Plan	Strategy to assess impact, capture lessons learned, and plan next steps
Documentation for RAE Reporting	Logs of meetings, interventions, progress toward goals