

## Data Quality Assurance Plan Template

Goal: To incorporate data entry protocols into care management processes and protocols to facilitate quality measurement and reporting

### PART A: (Exploration)

<b>STEP 1</b> Measure Title:	<b>STEP 2</b> Description:	<b>STEP 4</b> Location of data field in EMR?	<b>STEP 5</b> Structured data field? Able to be pulled into report via code, value, etc? (Y/N/Unsure)	<b>STEP 6</b> Consistently Utilized by appropriate staff? (Y/N/Unsure)	<b>STEP 7</b> Action Needed? (Y / N)  Describe Action:
Numerator					
Denominator					
<b>STEP 3</b> Performance:					

### PART B: (Action Plan)

**Quality Control:** Describe your process to identify errors or issues affecting data quality of this measure (Who will do what, how frequently, etc)

**Results Reporting:** INSERT FINDINGS

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**Correction Process:** Describe steps needed (who will do what, by when, and how will you monitor to ensure that process is working?)

**Review Priorities:** WHAT CAN BE EASILY SOLVED? WHAT IS DEPENDENT UPON SOMETHING OUT OF YOUR CONTROL?

**Training Needs:** Describe training topic needed, WHO NEEDS THE TRAINING, how will it be conducted, who will lead the training, etc

**Quality Assurance:** Describe your proactive process for avoiding these types of errors in the future