

Checklist for Creating and Submitting a Quality Improvement Plan (QIP)

Tasks

- Establish and schedule QIP working group meetings**
 - Form a dedicated quality committee with key partners, such as clients and providers, and set regular meeting dates to drive QIP development.
- Verify QIP Navigator log-in credentials**
 - Confirm that your [QIP Navigator](#) log-in is working. If credentials are lost, contact QIP@ontariohealth.ca for assistance.
- Download and review QIP planning resources**
 - Access the following documents from QIP Navigator to guide your planning:
 - QIP Annual Memo
 - QIP Indicator Matrix
 - QIP Guidance Document
 - QIP Narrative Questions
 - QIP Indicator Technical Specifications
- Complete the QIP progress report**
 - Review and assess last year's change ideas, lessons learned, and outcomes.
 - Evaluate whether targets were met, exceeded, or need additional focus.
- Draft the QIP narrative**
 - Write a clear and concise narrative, summarizing quality improvement activities.
 - Gather insights from internal and external partners, council meetings, town halls, and surveys. Align them with organizational goals.
- Prepare the QIP workplan**
 - Identify priority areas and indicators.
 - Set specific improvement targets, change ideas, and process measures, using resources such as the [Target Setting Guide](#).
- Review the QIP draft with partners**
 - Present the QIP draft to key partners and quality improvement teams for feedback and refinement.
- Obtain senior leadership and board approval**
 - Secure sign-off from senior leaders and board members before March 31.
- Submit the QIP through QIP Navigator**
 - Ensure the final QIP is submitted to Ontario Health by April 1 of the current fiscal year.
- Publish the QIP progress report, narrative, and workplan**
 - Download the completed QIP and make it publicly available on your organization's website.

Visit [Quorum](#) for more information on [QI Tools & Resources](#)

Questions? Contact QIP@ontariohealth.ca