QAPI Five Elements	Goals	Tools
Element 1 – Design and Scope	**Learn the basics of QAPI** • Review QAPI five elements • Understand how QAPI coordinates with QAA	[QAPI Five Elements](#) [QAPI at a Glance](#) [QAPI News Brief - Volume 1](#)
	Assess QAPI in your organization	[QAPI Self-Assessment Tool](#)
	Create a structure and plan to support QAPI	[Guide to Developing Purpose, Guiding Principles and Scope for QAPI](#) [Guide for Developing a QAPI Plan](#)
Element 2 – Governance and Leadership	**Understand the QAPI business case**	CMS Video: [Nursing Home QAPI – What's in it for you?](#)
	Promote a fair and open culture where staff are comfortable identifying quality problems and opportunities • Know your current culture • Assess your individual skills, practice, attitude • Create a learning organization that drives and reinforces a process for organizational change • Distinguish between human error, at risk, and reckless behavior, and respond differently/ appropriately to each	[QAPI at a Glance](#) [QAPI News Brief - Volume 1](#)

QAPI Five Elements	Goals	Tools
Element 2 – Governance and Leadership	**Create a Culture that embraces the principles of QAPI**	QAPI at a Glance QAPI News Brief - Volume 1 QAPI Leadership Rounding Tool
	Promote engagement and commitment of staff, residents and families in QAPI	QAPI at a Glance QAPI News Brief - Volume 1 Examples of Performance Objectives for Job Descriptions and Performance Reviews
	Involve residents and families • Focus on the customer needs and expectations	QAPI at a Glance QAPI News Brief - Volume 1
Element 3 – Feedback, Data Systems and Monitoring	**Use and make data meaningful** • Identify what you need to monitor • Collect, track, and monitor measures/indicators • Set goals, benchmarks, thresholds • Identify gaps and opportunities • Prioritize what you will work to improve • Use data to drive decisions	Measure/Indicator Development Worksheet Measure/Indicator Collection and Monitoring Plan Instructions to Develop a Dashboard Goal Setting Worksheet Prioritization Worksheet for Performance Improvement Projects

QAPI Five Elements	Goals	Tools
Element 4 – Performance Improvement Projects	**Implement performance improvement projects** • Focus on topics that are meaningful and address the needs of residents and staff • Charter PIP teams • Support staff in being effective PIP team members. Use tools that support effective teamwork. • Plan, implement, measure, monitor, and document changes, using a structured PI approach	Worksheet to Create a PIP Charter PIP Launch Checklist: Helpful hints for project leaders, managers, and coordinators Plan-Do-Study-Act (PDSA) Cycle Template PIP Inventory Sustainability Decision Guide Brainstorming, Affinity Grouping, and Multi-Voting Tool
	Enhance QAPI communications	QAPI at a Glance Communications Plan Worksheet Storyboard Guide for PIPs Improvement Success Story Template
Element 5 – Systematic Analysis and Systemic Action	**Understand and focus on organizational processes and systems** • Model and promote systems thinking • Practice RCA – get to the root of problems • Take action at the systems-level	Guidance for Failure Mode and Effects Analysis (FMEA) Guidance for Root Cause Analysis (RCA) Flowcharting Five Whys Fishbone Diagram