

Quality Measure Development Worksheet

This worksheet will help you clearly define what quality data is being tracked, why it matters, and how it will be used to drive improvement. It supports consistent decision-making and provides clear documentation for how and why a measure was selected.

Measurement alone does not improve care.

Each measure should define what will trigger a change in approach, so data leads to action

Use this worksheet when starting a new quality measure, reviewing or updating existing measures, or explaining measure selection during a survey. Use one row for each measure.

Use plain language and focus on information you already have, while also identifying any additional data needed to fully understand and monitor the issue. The goal is to clearly describe the measure, how it will be monitored, and what action will be taken when results indicate a need for change.

Worksheet Components

- **Measure Name:** Short, clear description of what is being tracked.
- **Purpose and Goal:** Why the measure is tracked and the desired result, including outcomes that matter to individuals served, and that support staff and organizational priorities.
- **Definition:** Who or what is counted, and what is not counted.
- **Data Source:** Where the information comes from.
- **Monitoring Plan:** How frequently data is reviewed and for how long.
- **Strategic Priority:** Which organizational priority the measure supports (e.g., safety, quality of life, satisfaction, workforce).

QUALITY MEASURE DEVELOPMENT WORKSHEET

EXAMPLE

Measure Name	Purpose and Goal	Definition	Data Source	Monitoring Plan	Strategic Priority
<i>EXAMPLE: Preventable falls</i>	<i>Reduce falls with injury by 10% over a six-month period to improve resident safety</i>	<i>Include:</i> All resident falls resulting in injury <i>Exclude:</i> Falls caused by major medical events (e.g., stroke, seizure)	<i>Incident reports</i>	<i>Review monthly, track results quarterly for six months and continue monitoring after each fall</i>	<i>Safety</i>

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This material was prepared by Stratis Health under contract with the Minnesota Department of Health (MDH). Use of this tool is not mandated by MDH, nor does its completion ensure regulatory compliance.