

Quality Measure Tracking Log

This worksheet can be used to record results for each quality measure at every review period, such as monthly, quarterly, or after an incident. Use one log for each quality measure and update it consistently using the same measure definition and data source. This tracking tool demonstrates ongoing monitoring over time and helps identify trends, improvement, or areas that may need attention.

Instructions for Use

Record results at each scheduled review. Use the same definition and data source each time to ensure consistency. Add brief notes when results do not meet goals or when changes or actions are taken. An example is provided below. A blank tracking log is available on the next page for ongoing use.

Documentation and Storage

Store completed tracking tools in your organization's quality management documentation folder (electronic or paper-based). Documentation should be easy to locate and available during surveys or investigations. Quality measure tracking tools must be maintained for at least two years as part of required quality management documentation.

QUALITY MEASURE TRACKING LOG

Measure Name:		<i>Hospital readmission within 30 days of discharge.</i>			
Starting Point:		<i>Q4 2025: 6 hospital readmissions within 30 days for the quarter</i>			
Goal:		<i>Reduce 30-day rehospitalizations from 6 to 2 or fewer per quarter within 12 months.</i>			
Status:	No change	Improvement noted	Goal met	Goal sustained	Goal exceeded
Period	Actual result	Status	Notes or comments		
Q1 2026	6 30-day hospital readmissions	No change	Review showed delays in first post-discharge visit and incomplete communication from hospital. Actions: implemented requirement for initial visit within 48 hours of discharge and improved intake of discharge information.		
Q2 2026	5 30-day hospital readmissions	Improvement noted	Issues tied to gaps in communication between providers and caregivers. Actions: standardized communication process with primary care providers and ensured caregivers understood discharge instructions.		
Q3 2026	3 30-day hospital readmissions	Improvement noted	Remaining readmissions linked to missed early warning signs. Actions: added structured symptom check protocols at each visit and escalation guidelines for staff.		
Q4 2026	3 30-day hospital readmissions	Sustained improvement	Practices sustained: timely first visits, structured monitoring, and improved coordination with providers and family caregivers. Continue monitoring and targeted follow-up.		

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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.