

ACT Team QI Project Suggestion Form

If there is a process in your work place that you believe needs improvement, tell us about it here! The ACT (Ambassadors for Change and Transformation) is a group of BRDHD staff from all locations and branches. We meet on a monthly basis to work on concrete quality improvement (QI) projects and we want our projects to come from our colleagues! Use this form to tell us about potential QI projects.

Examples of what the ACT cannot tackle/ are not QI projects:

- Pay issues
- Specific interpersonal problems

Examples of QI projects:

- Improving our time sheet so it consumes less agency time
- Reducing number of environmental services that are "past due"
- Improving BRDHD staff responding to HAN alerts within 30 minutes and within 24 hours of the HAN alert

Including your name is optional and confidential! Only Haley Siler and Kim Flora will be able to see your responses with names attached. Names will be removed before the issue is presented to the ACT Team for review. However, if the ACT needs more information on the proposed issue to pursue it OR if your issue is instead something that should be addressed by another department or team, we will not be able to follow up through contacting you.

Untitled Section

1. Name (optional):

2. What is the issue?

3. Why is this a problem?

4. Who does this impact?

5. If you have any data that demonstrates this is an issue, or have a suggested data source to use, please include here.

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