Steps To Completing EQIPP Courses

- Initial Launch
- My Improvement Project (Eligible for MOC and CME Credit)
- Clinical Guide (Eligible for CME Credit)
- Claim Credit

Initial Launch

*QI Basics course must be complete in order to complete any other course*

1. Launch the course you would like to take
2. Click Accept Terms on the Accreditation Statement

![Accreditation Statement](image)

3. From the menu on the left side, select the track you would like to complete.

![EQIPP Track Selection](image)

4. Click the Start Track button

![Start Track Button](image)
There is no set order that you need to do the course in you can access each section at any time.

You can also continue where you left off by clicking on the “Continue:” button.
1. My improvement project is separated into different steps starting with "Introduction to the Project"

   **Introduction to the Project**

   This EQIPP course will help your team create improvement projects to address gaps in key measures identified in this course.

   The team will use the data collection tools and project improvement activities included in EQIPP to collect and enter baseline and follow-up data as it works to improve care through Plan, Do, Study, and Act (PDSA) cycles. EQIPP courses require you to do some work online and some offline.

   For more on teams, click here.

   **Overview of Improvement Project Tasks**

   **With Your Team:**

   1. Collect and enter baseline data to measure your current level of care and create a starting point for improvement. Note: Each member of the team needs to enter their own baseline data in order to receive credit.
   2. Analyze results to identify gaps in key clinical activities. If you are collaborating with others in a group, you can compare your data to other EQIPP subscribers in your group, as well as to district, state, and recommended goals.
   3. Select one or more gaps and create improvement plan(s) to clarify the improvement idea(s) to be tested. Note: The Clinical Guide provides relevant background information for each key clinical activity. It is recommended that you review related content before beginning an improvement plan.
   4. Test ideas quickly on a small scale through PDSA cycles to determine if changes lead to improvement. Note: The format of subteams can facilitate the testing of multiple ideas or the creation of multiple projects simultaneously once the team is comfortable using PDSA cycles.
   5. Collect and analyze follow-up data to measure the results of the test. (A minimum of two follow-up data collection cycles are necessary for course completion and maintenance of certification recognition.) Note: Similar to baseline data entry, each member of the team needs to enter their own follow-up data in order to receive credit.
   6. Determine how to sustain successful changes and how to systematically integrate them into the culture, processes, and workflow of your practice.
   7. Create additional improvement plans for the remaining KCAs and repeat PDSA cycles until you reach your goals.

   See the course flow for an example approach to using EQIPP; view or print the Improvement Planning Worksheet to capture ideas on paper for aims, measures, ideas and PDSA cycles during team.

2. As you move along the course you will notice check marks by the steps you have completed
3. **Enter Baseline Data**

You will be able to see the number of records currently entered (note each course has a minimum amount of patients to enter)

You can enter the data by individual or by aggregate data. You can also switch between data entry methods while entering data.

**Individual Patient Data.** Enter the data for at least the minimum required number of patients (depending on the course). Click Continue after entering the data for each patient to display a new form.

Once the minimum required data is entered. You will have the option to Close the Data Set and Submit for Analysis.
**Aggregate Data.** If you have an EMR or patient registry that allows you to run queries and obtain the data requested by the form below, you can enter the data in aggregate format.

After the minimum required patient data is entered, you will have a choice to close data set and submit for analysis or you can continue entering data. (note as long as you enter the minimum requirement you will qualify for credit)

![Patient Data Entry Alert](image)

4. **Analyze Data and Identify Gaps**

Here you will gain Analysis which is based on quality gaps (measures) in key clinical activities. Identify the gaps (measures) your team wants to select for improvement. Identify your biggest gaps. **Please Note:** You will have to select at least one gap to focus on from the Data Analysis table.

![Identify Quality Gaps and Select for Improvement](image)
5. As long as you have selected at least one area for improvement from the Data Analysis table, you will be able to proceed with the remaining steps for the improvement project.

If you move ahead to the next step without selecting an area for improvement, there would not be any area to focus on for applying the next steps, and won’t be able to move forward in the project.
6. Create Aim Statements
   An aim statement helps your team develop a clear vision of what it wants to accomplish. A well-written aim statement describes the improvements the team will make and the specified results it wants to achieve by identifying the following:

   What will improve?

   When will it improve?

   How much will it improve?

   For whom will it improve?

7. Review EQIPP Measures
8. Develop Ideas for Change
9. Specify changes
   Specify the team’s idea(s) for change for the selected quality gap (measures).
   Click on Save Idea after each idea

10. View or Print Improvement Project
11. Implement Changes to Practice
12. Observe and Note Progress

**Observe and Note Progress**

Welcome back from testing your improvement project! What does the team think worked well? What did not work well? Record your test observations here. If you elected to use sample data, record a hypothetical outcome based on your current improvement plan.

**My Improvement Project**

**Idea(s) for Change**  View Ideas for Closing the Gap Worksheet

1. Example

   **Notes on How this Change Worked in Practice**

   After observing the changes you’ve made in practice, note what worked and what didn’t. Record new ideas for change that you might try on the next cycle.

   ![Save-and-Continue button]

**Key Clinical Activities Selected for Improvement**

- Identify and Address Family Concerns
- Measure Analyzed: Family concerns regarding DBS screening/results elicited and addressed
  - GOAL=100% SCORE=53% GAP=47%

**Aim Statement**

100% of family concerns regarding DBS screening/results elicited and addressed and within __ months following data collection

13. Enter follow up data (refer to step 3)
14. Adopt, Adapt or Reject Change
15. Start cycle 2 if applicable repeat steps 6 – 14

Once you have completed 2 cycles, you will be able to click the Home tab to verify that all required steps are met.

**EQIPP: Oral Health**

**My Improvement Project**

- Baseline Data * completed
- Cycle 1 * completed
- Cycle 2 * completed
- Cycle 3 * in progress

* Completion Required to claim credit

CONTINUE: Create Aim Statements | Follow-up Cycle #3

To Claim Credit, click on the Claim Credit Link on the top right

**EQIPP: Oral Health**

**My Improvement Project**

- Baseline Data * completed
- Cycle 1 * completed
- Cycle 2 * completed
- Cycle 3 * in progress

* Completion Required to claim credit

CONTINUE: Create Aim Statements | Follow-up Cycle #3
From the Claim Credit window, you will be able to see a button to Claim MOC Credit and PI Credit (CME)

If you don't see that button, it is possible you have to proceed to another cycle or you are missing a check mark on your progress bar.
Clinical guide (Eligible for CME credit)

*You can only claim credit for the clinical guide once. If you want full credit for the clinical guide, finish all assessments and case studies first, and then claim credit.*

1. You will work your way down through the following steps and at the end of each Activity there will be an assessment where you will be able to earn credit.

2. There will also be assessments available within the case studies tab where you will be able to earn credit.
1. Once complete, from the course there will be a claim credit link.

You can also claim credit from the EQIPP Home tab
2. Click on Claim MOC Credit for MOC Points. Also you will be able to claim CME for your My Improvement Project Credit and also for the Clinical Guide.
Example of Claiming PI Credit:

If these steps were used to correct an issue but the issue persists, please contact the Customer Service Center at 800.433.9016 or email us at csc@aap.org for further assistance.