

### Administrative Unit Submission Rubric

Name of Administrative Unit(s): \_\_\_\_\_

Date: \_\_\_\_\_

The report includes a mission: \_\_\_\_\_

CATEGORIES	COMMENTS
<b>Outcome</b>	
<ul style="list-style-type: none"> <li>• The quality improvement initiative clearly describes the key services or processes to improve</li> <li>• Clearly describes the outcomes of this initiative and how it is linked or is important to the unit's mission</li> </ul>	
<b>Assessment</b>	
<ul style="list-style-type: none"> <li>• The outcome is measurable and realistic</li> <li>• Describes procedure used to collect data (quantitative and/or qualitative) and the method is appropriate for desired outcome</li> </ul>	
<b>Criteria</b>	
<ul style="list-style-type: none"> <li>• Includes criteria for success – includes a target number (i.e., unit of measurement, percentage etc.) to achieve, and a baseline or standard for comparison</li> </ul>	
<b>Results</b>	
<ul style="list-style-type: none"> <li>• Indicates whether or not the outcome has been met or not</li> <li>• Valid conclusions were drawn from the available data</li> </ul>	
<b>Follow-up Actions</b>	
<ul style="list-style-type: none"> <li>• Areas for improvement are stated and new action identified or if improvements have been achieved and completed, highlights the accomplishments</li> </ul>	