Fathers and Continuous Learning in Child Welfare

Toolkit for Building System Capacity to Engage Fathers and Paternal Relatives in Child Welfare: Plan-Do-Study-Act Worksheet

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Plan-Do-Study-Act Worksheet[1]

Purpose

The Plan-Do-Study-Act (PDSA) cycle is a method for testing change on a small scale. In this process, improvement teams develop a plan (Plan), carry out the test (Do), observe and learn from the test (Study), and determine whether the test was successful, whether they should modify the process for the outcome to be more successful, or whether they should abandon the new process (Act). They can build upon one PDSA and conduct several cycles of tests until they feel confident that the strategy is working well.

Instructions

- Use the worksheet that tracks your PDSA process to help your improvement team document, test, and measure performance of your change.

- Encourage members of your improvement team to think about one small change they can make toward improving engagement of fathers and paternal relatives and how to test it over a short time (not usually longer than a few days). Everyone on your team, including fathers, is encouraged to take ownership of at least one PDSA.

- Complete one PDSA worksheet for each strategy you test. In most improvement projects, improvement teams will test several different changes, and each change may go through several PDSA cycles as you continue to learn.

- See the Issue Brief titled, Using a change framework to design systems that effectively father's and paternal relatives and promote racial justice, for examples of how teams used the Collaborative Change Framework (CCF) to guide their tests of change.

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[1] The PDSA Worksheet was adapted from the "Plan Do Study Act Worksheet" available on the Institute for Healthcare Improvement's website at https://www.ihi.org/resources/Pages/Tools/PlanDoStudyActWorksheet.aspx. For the full toolkit, please visit https://www.acf.hhs.gov/opre/toolkit/toolkit-building-system-capacity-engage-fathers-and-paternal-relatives-child-welfare.

Components of PDSA Worksheet

- **Name of the PDSA.** The name should briefly describe what the PDSA is meant to do.

- **PDSA start date**. The date you start the first PDSA cycle. Remember, you will likely complete several cycles before completing the PDSA.

- **Cycle**. Reflects the number of cycles for this PDSA, including the current cycle (e.g., first, second, third…).

- **PDSA cycle start date**. Start date of the current cycle. Update this for each PDSA cycle.

- **PDSA cycle end date.** Date the current cycle is expected to end. This should only be about two to five days and not longer than two weeks. Update this for each PDSA cycle.

- **CCF domain most closely aligned with this PDSA.** The CCF domain this PDSA is meant to address.

- **Measure(s) you expect to impact with this PDSA.** The measures your team is tracking to achieve the goals outlined in the CCF. See the Data Collection Planning Worksheet for more details about defining measures.

- **PDSA lead and staff involved**. The person leading the PDSA, and other staff involved.

- **Objective (aim).** Describes what the PDSA is meant to accomplish; this should use elements of SMART goals (sustainable, measurable, achievable, retainable, and timely).

Use the PDSA Tracker to keep a file (either electronic or hard copy) of all PDSA cycles for all the changes your improvement team tests.

Plan-Do-Study-Act (PDSA) Worksheet

Plan-Do-Study-Act
PDSA information
Name of PDSA:
PDSA cycle start date:
PDSA cycle end date:
Current cycle number:
CCF domain most closely aligned with this PDSA:
Measure(s) you expect to impact with this PDSA:
PDSA lead and staff involved:
Objective (aim)?
Plan
Describe what you plan to test.
1. What changes will you make?
2. What are the steps for the plan (who, what, where, when)?
3. What data will you collect? Who will collect them?
4. What do you predict will happen?
Do
What actions did you take?

Plan-Do-Study-Act
Study
What were the results of your actions? Did the test work the way you thought it would? Why or why not?
Act
What actions are you going to take as a result of what you learned in this cycle? Will you adjust the strategy (keeping the test small), adjust the strategy and expand it to capture more data, expand the strategy to capture more data with no changes, or abandon the strategy?
Current cycle
Which cycle is this? (for example, first cycle or second cycle).
Status
What is the status of your test? • In progress (still testing) • Fully implemented (ready for spread to other departments or agencies) • Sustainable (spread to others and is part of day-to-day work) • Abandon (discontinue)

Plan-Do-Study-Act
Updates
Briefly describe what improvements your team has made to this test this strategy since the first cycle and your plans for the next cycle as you move it toward sustainable implementation.

Plan Do Study Act (PDSA) Worksheet (Example)

Plan Do Study Act Worksheet
PDSA information
PDSA name: Identify reason for dads not attending meetings
Cycle start date: February 1
Cycle end date: February 7
Current cycle number: 1
CCF domain most closely aligned with this PDSA: Continuously involve fathers and paternal relatives throughout the lives of their children (5)
Measure(s) you expect to impact with this PDSA: Number of fathers who attend family meetings
PDSA lead and staff involved: Jaylen (lead), Anthony, Corey, Jacklyn, and Tomas
Objective (Aim): By July 31, increase the percentage of fathers who attend family meetings by 20%.
Plan

Describe what you plan to test.

1. What changes will you make?
2. What are the steps for the plan (who, what, where, when)?
3. What data will you collect? Who will collect them?
4. What do you predict will happen?

1. As a way to understand why dads are not attending family meetings, the improvement team will identify which dads did not attend meetings and follow up with them to understand why.
2. Steps:
   a. On February 1, Corey will generate a report showing names of dads that were invited to a family meeting but did not attend in the last 7 days.
   b. Between February 2 and February 7, Anthony and Jacklyn will call the dads that did not attend family meetings and ask why they didn't attend.
3. Anthony and Jacklyn will document the reasons dads did not attend meetings in a spreadsheet.
4. We predict asking dads about the reasons they did not attend will help our improvement team understand ways we can help support them and let dads know they are supported.

Do

What actions did you take?

- Corey generated a report that showed 12 dads did not attend family meetings in the last 7 days.

- Anthony and Jacklyn called all 12 dads on the list.

- Anthony and Jacklyn found that contact information for some dads was not accurate or updated.

Study

What were the results of your actions? Did the test work as expected? Why or why not?

- Of the 12 dads on the report, Anthony and Jacklyn spoke with 9 dads. Information for 3 dads was inaccurate or not updated.

- Of the 9 dads Anthony and Jacklyn contacted:
  o 6 dads said the meeting was held while they were at work, and they therefore were unable to attend
  o 2 dads said they were unable to unable to attend because they did not have transportation
  o 1 dad said he forgot about the meeting

Act

What actions are you going to take as a result of what you learned in this cycle? Will you adjust the strategy (keeping the test small), adjust the strategy and expand it to capture more data, expand the strategy to capture more data with no changes, or abandon the strategy?

Plan Do Study Act Worksheet

Adjust strategy and expand it

- Corey will expand the report to include dads that did not attend family meetings over the last 30 days to get a larger sample size.

- Corey will send the report to Tomas, who will research correct contact information for dads before sending to Anthony and Jacklyn.

- Anthony and Jacklyn will call dads who do not attend family meetings and continue documenting reasons for not attending.

- Anthony and Jacklyn will bring data back to the improvement team to identify themes so the improvement team can discuss a strategy for addressing barriers.

Current cycle

Which cycle is this (e.g., first cycle, second cycle)?

First cycle

Status

What is the status of your test?

- In progress (still testing)
- Fully implemented (ready for spread to others departments or agencies)
- Sustainable (spread to others and is part of day-to-day work)
- Abandon (discontinue)

In progress

Updates

Briefly describe what improvements your team has made to this test this strategy since the first cycle and your plans for the next cycle as you move it toward sustainable implementation.

None yet