Continuous quality improvement (CQI) is—the complete process of identifying, describing, and analyzing strengths and problems and then testing, implementing, learning from, and revising solutions. It relies on an organizational culture that is proactive and supports continuous learning. CQI is firmly grounded in the overall mission, vision, and values of the agency. Perhaps most importantly, it is dependent upon the active inclusion and participation of staff at all levels of the agency, children, youth, families, and stakeholders throughout the process. ("Using Continuous Quality Improvement to Improve Child Welfare Practice - A Framework for Implementation", Casey Family Programs and the National Child Welfare Resource Center for Organizational Improvement, May 2005)

INTRODUCTION

The Illinois Private Child Welfare Agency CQI Community Group invites you to submit a proposal for the inaugural 2015 CQI Conference: In Pursuit of Quality. The conference will be held on Friday, November 6, 2015, at the University of Illinois, Urbana-Champaign’s School of Social Work, located in Urbana, Illinois. The CQI Community Group is a network of Illinois CQI professionals in the field of child welfare, dedicated to learning from each other and expanding their expertise and capacity in order to improve outcomes for children and families.

The purpose of the inaugural conference will be to highlight foundational and basic CQI activities and processes: defining continuous quality improvement; identifying key performance indicators; collecting, aggregating and analyzing data; communication and collaboration; and implementing and monitoring improvement plans.

The CQI Community Group envisions the inaugural conference attracting approximately 100-150 child welfare professionals (primarily QI staff, but also including leadership and direct service staff) from across the state.

WORKSHOPS AND PRESENTERS

SCHEDULE:

Each workshop will be 75 minutes in length; all workshops will take place on Friday 11/6/15. There will be one morning workshop session, and two afternoon workshop sessions.
Workshop Tracks:

The conference will focus on providing workshops based on the major components of the CQI Cycle as it relates to three tracks/staff types: CEO/Executive staff, QI staff and child welfare managers/supervisors. Based on feedback received from child welfare staff related to CQI, the following grid includes some examples of questions/needs that could be workshop topics:

<table>
<thead>
<tr>
<th>Track 1: CEO/Executive Track</th>
<th>Track 2: QI Staff Track</th>
<th>Track 3: Child Welfare Manager/Supervisor Track</th>
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</thead>
<tbody>
<tr>
<td>How do I ensure that QI staff monitor achievement of agency mission-vision and strategic goals?</td>
<td>How to Establish Key Performance Measures with program and executive staff that incorporate agency mission/vision, strategic goals, program goals, and funder/accreditation requirements?</td>
<td>What is QI and why is it important to my program, staff and clients?</td>
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<tr>
<td>How do I use data at the executive level to build capacity and ensure improved performance?</td>
<td>Case Record Review: developing a tool and conducting a case review process that results in valid and reliable data</td>
<td>How do I use data with my team?</td>
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<tr>
<td>How do I ensure allocation of resources to support QI?</td>
<td>How do I create a review tool that gets at compliance and quality while measuring mission, vision, practice, and outcomes?</td>
<td>What is an improvement cycle and what is my role in the cycle?</td>
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<tr>
<td>Leadership: establishing and maintaining expectations of quality (beyond QI staff)</td>
<td>How do I aggregate, analyze, report and utilize data? (including simple steps like creating a spreadsheet in excel and establishing formulas that automate information, to more sophisticated processes/steps)</td>
<td>How does QI help me help my families?</td>
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<td>Utilizing QI data in a meaningful way with your Board of Directors.</td>
<td>Why should I establish an improvement cycle for my agency?</td>
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<td></td>
<td>How do I support and manage child welfare staff to implement an improvement cycle?</td>
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<td></td>
<td>Communication: creating, disseminating, and interpreting data reports for different audiences (i.e. program staff, Board, consumers)</td>
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</tbody>
</table>

Other suggested topics:

- Collaboration: Facilitating CQI Team Meetings (QI Staff and Child Welfare staff)
- What role do qualitative and narrative data have in QI? (QI staff)
- How to evaluate the overall effectiveness of the quality improvement program, including weaknesses of quality activities, QI procedures, and reporting tools? (Executive or QI Staff)
WORKSHOP ELEMENTS:

Please take note of these suggested workshop elements as you plan your workshop proposal; we will consider these as we make our final workshop selections:

- **Goals of the Workshop**: Identify goals for participants who attend your workshop
- **Encourage Active Learning**: Identify what methods you will use to encourage active learning (participatory) versus passive learning (listening)
- **Practical Tools**: Attendees will be looking for practical tools to understand, organize and implement a fully-functional CQI system at their agency
- **Best Practices/Relevant Research**: Identify best practices and/or research that will help participants be leaders within their organizations
- **Handouts**: Providing a handout during your workshop will help attendees follow your presentation, and can provide suggestions for further resources, including a bibliography
- **Introductions**: Encourage introductions at the beginning of your workshop
- **Q&A**: Allow time for questions and answers from participants
- **Degree of Difficulty**: Identify whether the workshop will be geared toward CQI beginners, toward those who have been in CQI for a number of years and need more than beginner information (intermediate), or toward more advanced practitioners

AUDIENCE:

We expect conference attendees to range from individuals who are new to CQI to those who are more experienced. We expect attendees to include students of social work, child welfare caseworkers, child welfare supervisors, child welfare managers and executives, as well as CQI Directors and Coordinators (or equivalent).

Most attendees will be looking for basic, foundational information (see the grid above); however some attendees will be looking for more sophisticated material and support, specifically in the areas of data management (databases and analysis) and reporting (what to report, visually useful ways of presenting, etc.).

PRESENTER PROFILES:

We seek to promote diversity among workshop presenters in terms of: agency size you work at (small, medium or large), whether you are a researcher, geography/regions served (Cook, Northern, Central or Southern), type of staff (see track information above for examples of diversity there).

REQUIREMENTS FOR SPEAKERS:

- All speakers must commit to the presentation of their workshop at the designated time during the conference (11/6/15, between 11am – 4pm)
- Speakers should grant permission for hard copy and online distribution of supplemental resource material
- If you wish to distribute copyrighted information in your supplemental resources materials, it is your responsibility to obtain the necessary permission. Such materials will be distributed only if they are submitted with the publisher’s written permission attached.
IMPORTANT DATES:

- June 15, 2015: Presentation proposal due date
- July 20, 2015: Workshops selected; presenters notified that week
- November 6, 2015: Conference in Urbana, IL

PROPOSAL CONTENT REQUIREMENTS

1. Primary Presenter Name
   a. Credentials
   b. Contact information (email, phone, mail)
2. Title of Workshop
3. 50-word Workshop Summary (this will be included in the Conference Program)
4. Description of how the workshop fits within the conference theme and goals
5. Track
   a. Leadership
   b. CQI Manager
   c. Child Welfare Managers
6. Target Audience/Level
   a. Foundation
   b. Intermediate
   c. Advanced
7. Abstract (150 words or less)
8. Learning Objectives (3)
9. Co-Presenters (names, credentials, contact info)
10. Presenters Bios, including headshots
11. Presenters CVs/Resumes
12. Enrollment Limit, if any
13. Equipment Needs
14. Handouts/Uploads – whether any will be provided in advance of the conference, or at the conference

Submit your RFP to 2015.cqi.rfp@lists.illinois.edu by 6/15/15