



CQI Reflection Questions

Ask these questions during your CQI Reflection meeting. Each phase has a set of questions. Cut the questions out and post them on the flip chart paper that reflects the phase. Reference your Reflection Meeting Agenda for more information.

Assess	<ol style="list-style-type: none"> 1. Who was on the assessment team? 2. Was anyone missing? 3. What data was collected? 4. What additional data should we collect for the next cycle? 5. How often was the assessment done? 6. Did this frequency of assessments work well? 7. What training did staff receive on the assessment? 8. What additional training needs to be added?
Plan	<ol style="list-style-type: none"> 1. Who was involved in the planning process? 2. Who else should be included? 3. What data sources were used for planning? 4. What additional data sources should we add to the planning process? 5. How did we introduce the plan to staff who were not involved in the planning process? How did we encourage staff to embrace the plan? 6. How could we incorporate more staff in the planning process? 7. What else could we do to socialize the plan?
Improve	<ol style="list-style-type: none"> 1. What Program Improvement Plan goals were accomplished? 2. What were the action items listed to accomplish this goal? 3. How did our improvement plan and action items lead to these accomplishments? 4. What, if any, action items were adjusted or added along the way to ensure success? 5. What Program Improvement Plan goals were not accomplished? 6. What action items were attempted? 7. What, if any, action items were not attempted and why? 8. Were there circumstances we should consider (e.g., data collection error, gap in data collection, goal was not effective, action items not completed, more time needed to complete the goal)? 9. How will this goal be met in the next CQI cycle? 10. What trainings were offered to staff to support improvement plan goals? 11. How did these trainings impact your staff's ability to support improvement plan goals?

	12. What additional trainings should you consider for the next cycle?
Adopt	1. Based on your responses, what will you adopt, or keep doing based on your last CQI cycle?
Adapt	1. Based on your responses, what adaptations or changes will you need to make for your next CQI cycle?
Discard	1. Based on your responses, what will you discard or not attempt again for your next CQI cycle?