

SUBJECT: **Quality Assurance Committee**

NO: **C-540**

REVISION DATE: March 22, 2018

EFFECTIVE DATE: December 8, 2017

INTENDED USER(S): Arizona Training Program at Coolidge

1.0 **Purpose:**

- 1.1 The Executive Management Team at the Arizona Training Program at Coolidge (ATPC) serves as the facility's quality assurance committee charged with carrying out quality improvement efforts.
- 1.2 The Quality Assurance Manager will develop and present an annual quality assurance plan to the Executive Management Team to identify the specific areas in which data and information will be collected and analyzed to assure ongoing quality of services for individuals, adherence to federal, state and departmental requirements, and effective facility operations.
- 1.3 The annual quality assurance plan will be reviewed and approved by the Executive Management Team and will serve as the guide for monthly quality assurance presentations/reviews throughout the year.
- 1.4 The Quality Assurance Manager will present specific quality assurance data and information to the Executive Management Team each month for review at a designated Executive Management Team meeting.
- 1.5 If issues are identified through review of quality assurance data and information, strategies to address these items are identified, specific assignments are made and deadlines for completion of required actions and reports back to the Executive Management Team are established.
- 1.6 As new items are identified, the Quality Assurance Manager will add them to the annual Quality Assurance Plan, have data indicators defined and will be reviewed in subsequent quality assurance presentations to the Executive Management Team.