

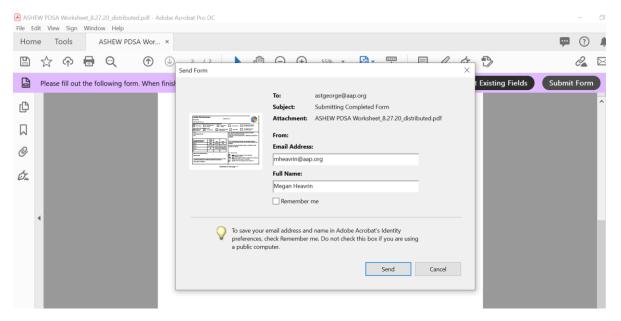
# **ASHEW PDSA PDF Form Directions**

Directions on how to use the PDSA PDF Form

- ✓ Forms were sent to all Data Coordinators via email from the Chapter Project Manager with the PDF attachment during Learning Session 1
- ✓ PDSA Worksheet forms can be saved, stored on your computer, and submitted each month
- ✓ Multiple QI team members can work on the PDSA Worksheet at the same time if the PDF is shared via the Share with Others function described below
- ✓ Completed forms should be submitted via the submit button on the top right of the PDF form <u>and</u> manually posted to Basecamp under Chapter/Practice Networks/Your State/Month PDSA (see Steps 1-2)

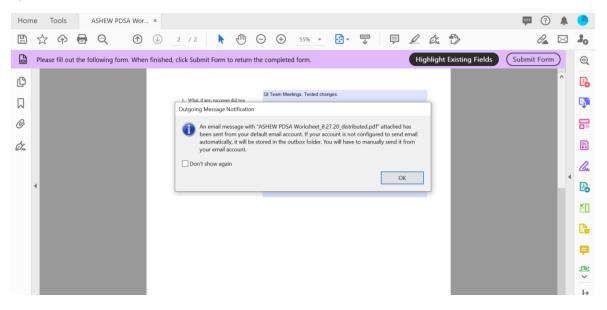
### Step 1: To Submit

Once you have completed the form, click Submit Form on top right. It will prompt you to fill in your email and name. It will automatically send to the National Team via your Outlook email unless you set it up differently (see Alternate Step 1).



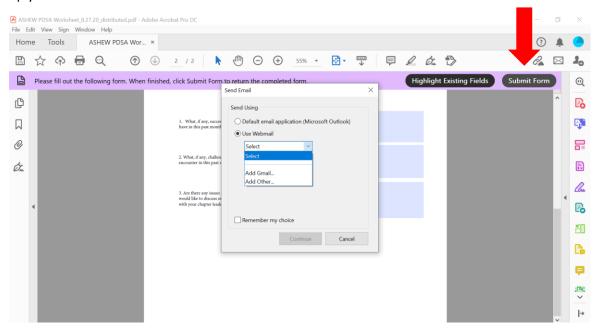


Prompt shows the submission is sending via your Outlook email. If your Outlook is not configured to do this automatically, the email will be waiting in your Outbox. You will need to go to your Outlook Outbox, open the email, and hit send.



#### Alternate Step 1: Submit Without Outlook Email

If submitting via email not connected to your Outlook (eg, Gmail, Yahoo, etc.) click Use webmail and set up your email account.





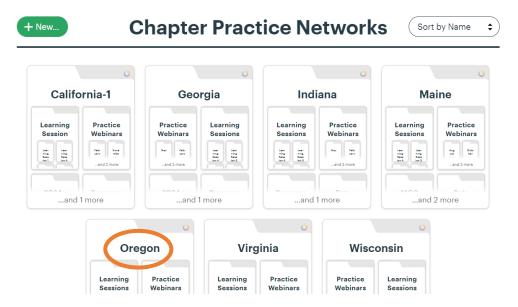
## **Optional: Share with Others**

Click the top right icon to add your QI team members that will make edits in real time.

ASHEW PDSA Worksheet_8.27.20_distributed.pdf - Adobe A File Edit View Sign Window Help	crobat Pro DC	- 5
Home Tools ASHEW PDSA Wor	ASHEW PDSA Wor ×	💬 🕜 🌲 🗸
□☆ ♀ 骨 ♀ ⑨ ④	1 / 2 🖡 🖑 🕞 🕂 55% 🔹 📴 🗸 🖉 🥬	2 🖂 🕹
Please fill out the following form. When finish	ed, click Submit Form to return the completed form.	
	ASHEW PDSA Worksheet Upload your file to the cloud to send pe comments online. They won't need to si Anyone with the link can access the file.	ign in or have Acrobat.
Q.	thick project messure will be impacted by your test? Check all that apply.           SOOK Streening         Social Ensisted         Social Ensisted         Enters Follow-up         Counseling and documents of strengt-band approach         Enter and approach	
, , , , , , , , , , , , , , , , , , ,	Not Key Driver will be impacted by your tab?	
	LAN: driefly describe the task: DO: Carry out the planned text of change. Callect data descrit observations and problems encountered. 2. List the tasks necessary to responsible on STUDY: What did you learn? Analyze data, observations, prob	
	complete this task (What)         (Who)         When         Where         \$10001; wind did you kann / wange and, observations, prod	
-	b.         C         C         Allow comments           d.               Allow comments	Add Deadline
3	What do you predict will happen? ACT: Select next step: Adapt: Improve the change and continue testing plan.	
	Know will you know that the change is an improvement? Document plan to collect     dias while conducting test to understand if change lead to improvement?     Bandog: Decide the change idea and by a different o	Send
	Continued on next page>	,  →

#### Step 2: Save PDF and Upload to Basecamp

Once the form is completed, click "save as" and title it "*Month Your Practice* PDSA." Upload your PDSA PDF to Basecamp under <u>Chapter Practice Networks</u>/Your State/PDSA/Month PDSA as shown.





New		Ore	gon		Sort	by Name	
Data Repor	rts Learnir	• Learning Sessions		PDSAs		Practice Webinar	
August 2020 Oregon Run Charts.pdf	Learning Session 1 Sep. 10, 2020		September PDSA	October PDSA	August	October	
April PDSA	Pings Hey! PDS December PDSA	C Activity ③ My SAS February PDSA	O Sort b	oy Name			
o March PDSA	o May PDSA	November PDS/	October	PDSA			