



**Department  
of Health**

# **Assessing Readiness for Quality Improvement: A Tool to Enhance HIV Care Outcomes**

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# BENEFITS OF ASSESSING READINESS EARLY

- Ensures your team is aligned before launching a project.
- Identifies strengths and gaps in planning, resources, and engagement.
- Helps prioritize next steps and allocate time and resources efficiently.



# BENEFITS OF ASSESSING READINESS EARLY

- Promotes team collaboration and shared understanding
- Prevents project delays due to overlooked barriers
- Builds a foundation for sustainable and successful implementation

# HOW IT SUPPORTS CLINICAL QUALITY MANAGEMENT

- Integrates QI into everyday practices, not just one-time projects
- Links QI goals with Ryan White outcomes and client needs
- Reinforces a culture of accountability, learning, and service excellence

# **USING THE QUALITY IMPROVEMENT PROJECT READINESS ASSESSMENT TOOL**

**A GUIDE FOR QUALITY IMPROVEMENT (QI) TEAMS TO ASSESS  
READINESS AND PLAN SUCCESSFUL PROJECTS**

# WHAT IS THE QI PROJECT READINESS ASSESSMENT TOOL?

- A structured tool to help teams assess how prepared they are to launch and sustain a QI project
- Covers five key domains: Project Clarity, Team Engagement, Resources, Data, and Implementation
- Encourages discussion, scoring, and consensus-building

# DOMAINS ASSESSED IN THE TOOL

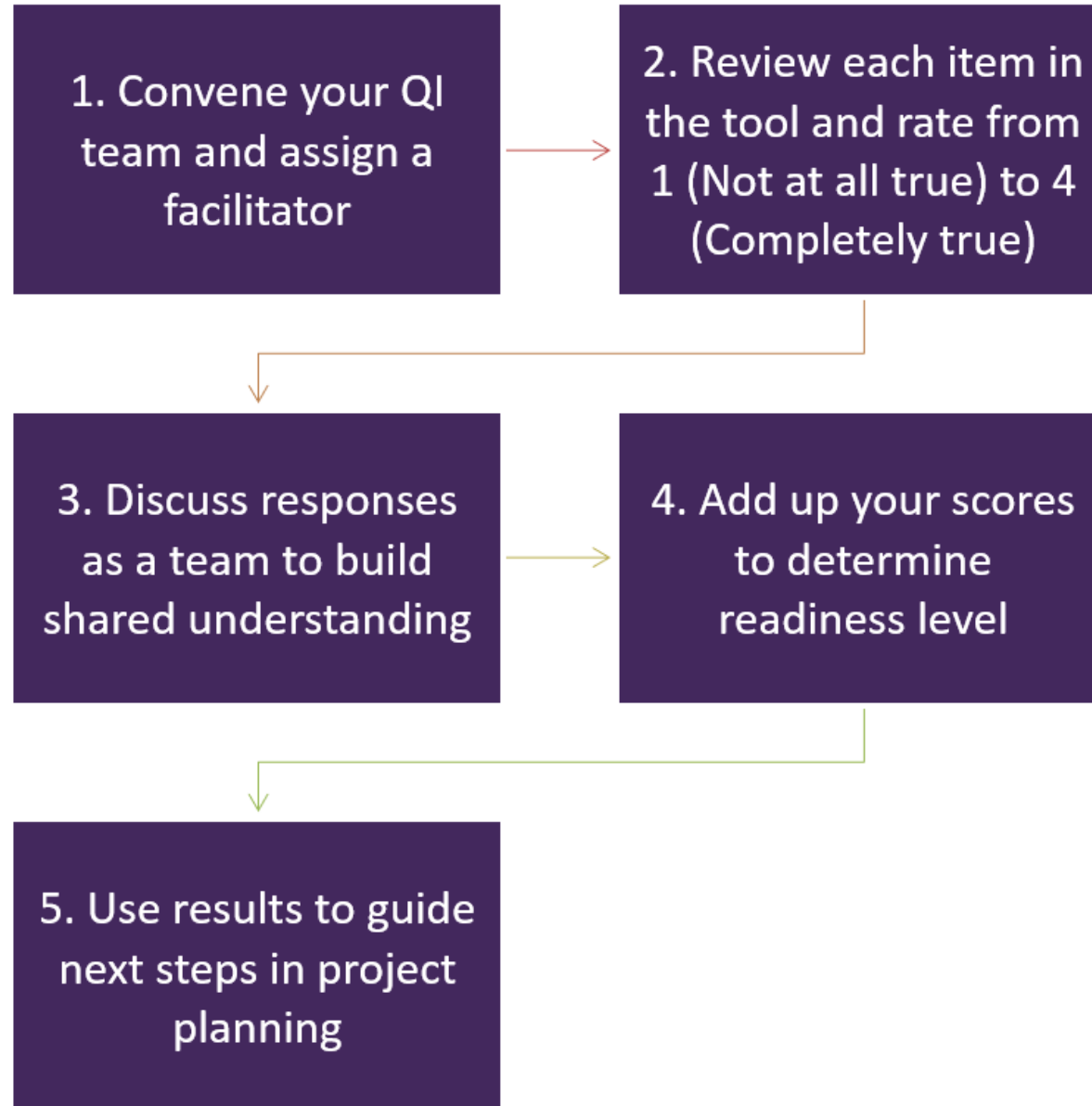
- Project Clarity & Purpose
- Team Engagement & Support
- Resources & Capacity
- Measurement & Data
- Implementation Planning & Sustainability

# SCORING AND READINESS LEVEL

- Total possible score: 108
- 81–108: High Readiness – Ready to launch
- 55–80: Emerging Readiness – Close to ready, strengthen key areas
- 36–54: Moderate Readiness – Address gaps early in the project
- Below 36: Low Readiness – Address foundational needs first



# HOW TO USE THE TOOL



# USING RESULTS TO GUIDE ACTION

- Use low scores to identify training or planning needs
- Clarify team roles and secure leadership buy-in
- Align with Ryan White performance measures and patient/client feedback
- Create a SMART goal and an action plan with deadlines and responsible parties

# DEFINING YOUR PROJECT

- Use the tool's Part 2 to:
- Write your QI aim
- Identify SMART goals
- Assign key roles (e.g., Project Champion, Data Lead)
- Establish a timeline and meeting cadence

# ACTION PLAN TABLE

- List specific tasks needed to complete the project
- Identify responsible individuals and due dates
- Track resources needed and any implementation notes
- Update the plan regularly as the project evolves

# BENEFITS OF THE QI READINESS ASSESSMENT

Builds shared ownership of  
project success



Aligns improvement efforts with  
client needs and performance  
measures



Fosters sustainable change and  
a learning culture

# NEXT STEPS

- Each one teach one!
- Complete your team's readiness assessment
- Review and discuss findings
- Start drafting your QI project using the planning worksheet
- Celebrate small wins and 'wash, rinse, repeat' as needed

# CONTACT INFORMATION



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