

QAPI Committee Meeting Minutes

Captures the seven elements surveyors look for: attendance & quorum, continuity, data reviewed, decisions, owned action items, follow-up, and sign-off.

Organization: _____

Committee: _____ **Meeting Date/Time:** _____

Format: ☐ In-Person ☐ Virtual ☐ Hybrid **Location/Link:** _____

1. Attendance & Quorum

Name	Title / Discipline	Committee Role	Present

Quorum requirement met: ☐ Yes ☐ No **Guests:** _____

2. Approval of Previous Minutes

Minutes of the meeting dated _____ were reviewed and: ☐ Approved as written ☐ Approved with corrections (noted below)

3. Follow-Up on Prior Action Items

Every open item from previous meetings receives a status — this is the loop surveyors trace.

Action Item (from prior meeting)	Owner	Status	Notes / Resolution

4. Quality Indicator / Data Review

For each indicator: the number, the comparison, and the committee's determination.

Indicator	Current Period Result	Prior / Threshold	Determination (Acceptable / Watch / Act)	Notes

5. Performance Improvement Projects (PIPs)

PIP	Update This Period	On Track? (Y/N)	Next Milestone

6. New Business / Decisions Made

[Record each decision and the brief rationale — including acceptance of variances, new projects launched, issues closed.]

7. New Action Items

No action without an owner and a due date.

Action Item	Owner	Due Date	Linked Indicator / PIP

8. Adjournment & Next Meeting

Meeting adjourned at: _____ Next meeting date: _____

9. Attestation

Minutes prepared by (name / title / date): _____

Approved by — Committee Chair (signature / date): _____

Tired of writing these by hand? QAPI360 drafts committee minutes automatically from your meeting's data and decisions, carries action items forward until closed, and captures electronic sign-off with a full audit trail — for hospice, home health, skilled nursing, and EMS. Free 7-day trial at qapi360.com.