

Annual QAPI Program Evaluation

Evaluates the program itself: indicator outcomes, PIP results, committee function, overall effectiveness, and next year's priorities — with governing-body approval documented.

Organization: _____

Evaluation Period (Year): _____ Date Completed: _____

Prepared by (name / title): _____

1. Program Overview & Structure

[Describe the QAPI program as operated this year: scope of services covered, committee structure, meeting cadence, and any structural changes made during the year.]

Program Element	Planned	Actual	Notes

Suggested rows: committee meetings held vs scheduled · quorum met (x of y meetings) · quarterly data cycles completed on time · PIPs chartered.

2. Indicator Performance Summary

For every indicator: result vs goal, trend across the year, and a verdict. Attach the full quarterly data as an appendix; summarize judgment here.

Indicator	Goal / Threshold	Q1	Q2	Q3	Q4	Year Verdict (Met / Not Met / Improved / Declined)

3. Performance Improvement Project Outcomes

PIP	Baseline	Goal	Result at Remeasurement	Status (Closed / Continued / Standard Practice)

4. Complaints, Grievances & Adverse Events — Year Summary

[Volumes, themes, resolution timeliness, and any patterns that informed corrective action or PIP selection.]

5. Overall Effectiveness Assessment

The judgment paragraph — was the QAPI program effective this year? Support with specific results from sections 2–4. This is the sentence surveyors look for.

6. Priorities for the Coming Year

Selected using the high-risk, high-volume, problem-prone standard. These flow directly into next year's QAPI plan.

Priority Focus Area	Why (risk / volume / problem-prone)	Indicator(s) That Will Monitor It	PIP Planned? (Y/N)

7. Governing Body Review & Approval

This evaluation was presented to and reviewed by the governing body on the date below, as documented in the corresponding meeting minutes.

Date presented to governing body: _____

Governing Body Chair (signature / date): _____

Administrator / Executive Director (signature / date): _____

QAPI Coordinator (signature / date): _____

Assembling this by hand means hunting four quarters of data, PIP baselines, and a year of minutes. QAPI360 builds the annual evaluation automatically from your live indicators, PIPs, and committee activity — AI drafts the narrative, your team applies the judgment. Free 7-day trial at qapi360.com.