

## RQIP Quality Assurance Quick-Tips

- Only the elements/questions that are included on the RQIP forms can be included in the data summaries. Please don't add to or alter the questions—we won't be able to enter these into the database.
- Save time and resources!
  - Copy your forms on both sides of the paper.
  - An easy way to ensure that all of your forms are encoded with the proper clinic ID number is to write the number on one “master” copy, and use that master to make the rest of your copies for that clinic.
- Staple your multi-page forms together—that way pages won't get separated/misplaced.
- Use only the current versions of the RQIP forms—current forms have the following revision dates:
  - Facility Audit: “02/2010”
  - Chart Audit: “02/2011”
  - Client Survey (both English and Spanish versions): “June 2010”
- Your chart audit should include both Annual/Initial visits and Pregnancy Test visits. Be sure to mark the Chart Audit form appropriately for each visit type—either Annual/Initial OR Pregnancy Test (but not both). If the visit type is not marked, it will be entered as “Blank” in the database.
- Don't forget—chart audits and client surveys should be conducted only for FEMALE clients.
- If you will be assessing a clinic that has one or more satellite clinics, you can choose to divide the required sample number of chart audits and/or client surveys that you would normally do for the main clinic among the main and satellite clinics. Here's how:

### Sample Chart Audit Scenario:

- You will be assessing 4 clinics this year.
- Your required sample number for chart audits at each clinic you will be assessing this year = 52.
- You choose to divide the total sample number evenly among your 4 clinics = 13 chart audits per clinic ( $52/4=13$ ).
- But one of your 4 clinics has 2 satellite clinics that you would like to include in the assessment. In this case, you would divide the 13 chart audits among the 3 sites (1 main + 2 satellites), however you wish—as long as you end up with 13 completed chart audits.

### Sample Client Survey Scenario:

- You will be assessing 4 clinics this year and at each of these clinics, your required sample number for client surveys at *each* clinic you will be assessing this year = 52.
- But one of your clinics has 2 satellite clinics that you would like to include in the assessment. In this case, you would divide that clinic's 52 chart audits among the main site and the 2 satellites, however you wish—as long as you end up with 52 completed chart audits.

**IMPORTANT:** If you want separate data reports for satellite clinics, you must notify JSI and assign a new/separate Agency ID Number to each of those clinics.