



Long Beach-Wilmington Best Babies Collaborative Continuous Quality Improvement Plan

Monitor Progress Towards Scope of Work (SOW) and Objectives:

- Conduct annual Steering Committee reassessment of SOW and Objectives.
- Monitor collaborative partner progress through periodic reports (written or verbal).
- Assess achievement of Scope Of Work outcomes.
- Identify areas that require improvement and formulate/document improvement action plan
- Invite LABBN staff to attend monthly meeting and review/update program expectations with collaborative partners.

Establish membership standards:

- Create or adapt member survey instruments that include questions that capture individual agencies' capacity increase.
- Implement quarterly reviews of member expectations and participation.
- Initiate open forums for collaborative members to discuss program changes, challenges and successes.
- Analyze, discuss and report results of Wilder Survey to collaborative members.

Improve Capacity of Collaborative and its Members:

- Share best practices and lessons-learned from within and outside the collaborative by allowing time for open discussions at the monthly meetings.
- Establish a system for collaborative members to report to the group information obtained from outside agencies, meetings and/or trainings.
- Support meetings for various disciplines within the collaborative and presentations from within and outside agencies at the monthly collaborative meetings.
- Ensure on-going communication between all members via various forms of communication including verbal and/or written.
- Encourage use of LABBN list-serve and First 5 LA Monday morning report to increase awareness of trainings and programs announced through these specific systems.
- Monitor program progress through the data management system, individualized communication, meetings, and progress reports. Compile reports, share results and discuss with members at monthly meetings.