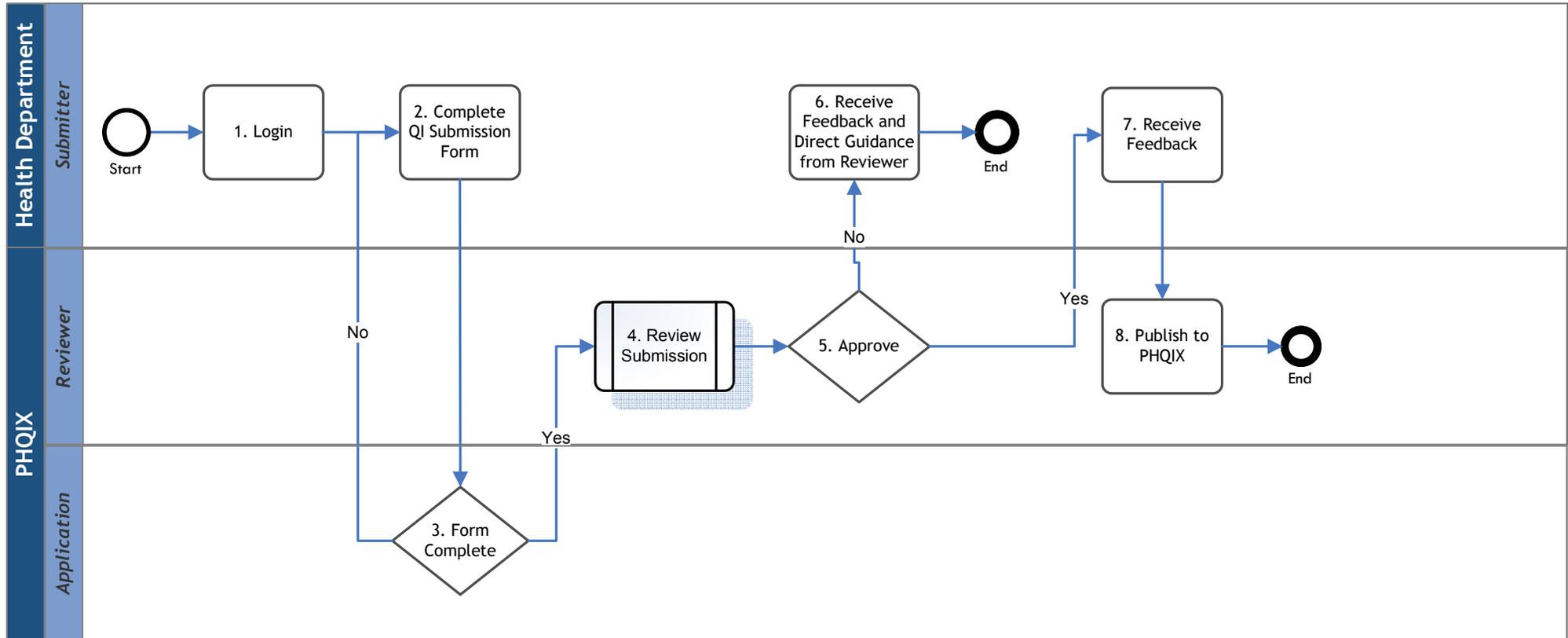


Public Health Quality Improvement Exchange (PHQIX) Submission Workflow



Activity Details / Narrative			
	<p>1. Login - The submitter from the health department will login to the PHQIX site in order to complete a submission</p> <p>2. Complete QI Submission Form - The submitter can complete the form at one sitting or have a save/edit option. Submitters should have the ability to download their completed submission to Word or pdf for their personal files.</p> <p>3. Form Complete - If the submission form is not yet complete, then the submitter will be asked to complete the missing information on the form. This is not a review of the content, rather just an assessment of completeness.</p>	<p>4. Review Submission - If the submission form is complete then the submission is sent to the “reviewer” to determine if it is approved for posting to PHQIX. <u>This activity will kick-off another workflow for Submission Review.</u></p> <p>5. Approve - After the review is complete, a decision will be made whether post the submission in its current form or request revisions.</p> <p>6. Receive Feedback and Direct Guidance from Reviewer- If the submission requires revision, feedback will be provided to the submitter. The submitter and a PHQIX EP Member will collaboratively revise the submission to prepare it for publication.</p>	<p>7. Receive Feedback - Once the submission is approved, feedback will be provided to inform of acceptance to PHQIX.</p> <p>8. Post to PHQIX - If the submission is approved for posting then it will be posted to the PHQIX site.</p>