Effect (Problem)
Need to reduce the amount of time to prep for visits

MIHP QI Fishbone Diagram
(Preparation for Visit Root Cause Analysis)

People
- Interruptions in the office (staff/multiple programs)
- Lack of defined roles

Procedures
- Progress notes not current
- Documents not user-friendly to locate
- Need a “face sheet” with client information developed
- Signing documents is time consuming
- Variance among staff

Technology
- Need to improve refresh times on computers
- Limited use of tech in scheduling process

Environment
- Staff scheduling limits ability for team consult

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