**Bayou Health Reporting**

**Report Information**

Document ID: PQ119

Document Name: Quality Committee (Meeting Minutes)

Revision Date: 8/15/2017

Reporting Frequency: Quarterly

Deliverable Type: Text Document

Report Due Date: April 30, July 30, October 30, and January 30

Subject Matter: Quality

Document Type: Free Form Template

**Information to be completed by the Health Plan**

Health Plan ID:

Health Plan Name:

Health Plan Contact:

Health Plan Contact Email:

Report Period Start Date:

Report Period End Date:

Date Completed:

Date Meeting Occurred: [xx/xx/xxxx]

Free Form

Template

*(This plan can be submitted in any format. However, this document must be completed and submitted with the required plan)*

**Definitions and Instructions:**

The QAPI Committee is required to meet on a quarterly basis. **The date the meeting occurred must be included in the report.**

Below is a recommended format:

* Header Information
  + Member Advisory Council
  + Meeting Date
  + Meeting Time
  + Meeting Location
* Meeting Information
  + Meeting Called By
  + Type of Meeting
  + Meeting Facilitator
  + Note Taker
  + Attendees
* Agenda Topics
  + Presenter (For each topic)
  + Discussion (For each topic)
  + Conclusion (For each topic)
  + Action Items (For each topic)
    - Person(s) Responsible
    - Deadline

**RFP Reference: QAPI Committee**