

# CQI CONFERENCE

2021: CQI IS FOR EVERYONE



School of Social Work  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

## CONFERENCE REQUEST FOR PROPOSALS (RFP)

Deadline for Submission: April 16, 2021

Conference Dates: October 6 & 7, 2021

Location: Virtual

Submit Proposal: [CQICommunity@gmail.com](mailto:CQICommunity@gmail.com)

### MISSION

A community of human services professionals that will promote and enhance the value of CQI by providing opportunities for professional development, peer support, and collaboration.

### INTRODUCTION

The CQI Community Group is a network of Illinois CQI professionals dedicated to expanding expertise, learning from each other, and increasing capacity in order to improve outcomes for individuals and families.

We invite you to submit a proposal for the Annual CQI Community Conference – **CQI is for Everyone**. This year's conference will focus on community engagement and equity and how CQI can make a positive impact in these areas.

“Continuous quality improvement (CQI) is the complete process of identifying, describing, and analyzing strengths and problems and then testing, implementing, learning from, and revising solutions. It relies on an organizational culture that is proactive and supports continuous learning. CQI is firmly grounded in the overall mission, vision, and values of the agency. Perhaps most importantly, it is dependent upon the active inclusion and participation of staff at all levels of the agency, children, youth, families, and stakeholders throughout the process.” (*Using Continuous Quality Improvement to Improve Child Welfare Practice - A Framework for Implementation*, Casey Family Programs and the National Child Welfare Resource Center for Organizational Improvement, May 2005)

### WHAT WE ARE LOOKING FOR

We are seeking proposals for 75-minute sessions that feature quality improvement strategies, methods, and tools that are practical, proven, or promising. We are looking for a dynamic variety of sessions to enlighten human service professionals on a variety of topics. Our audience is primarily CQI staff, but also includes leadership and direct service staff from community-based, academic, and government settings. We are looking for sessions that address foundational level to advanced concepts. The following is a list of *suggested* topics:

#### Community Engagement

- Identifying Key Stakeholders and Stakeholder Participation Strategies
- Data Visualization
- Dashboards and Other Reporting Strategies
- Establishing Key Performance Indicators, like Defining Key Questions and Measurement Strategies
- Qualitative and Quantitative Data Collection Strategies

#### Equity

## 2021 CQI is for Everyone Conference

### Illinois CQI Community

October 6-7, 2021 | Champaign, Illinois

- Promote and Support Change Initiatives at all Levels of the Organization
- Align Language of CQI with the concepts of inclusion and diversity
- Finding the Patterns: Facts, Stats, Trends

#### How to Sustain a CQI Driven Environment

- CQI Structure and Process, such as Improvement Cycles (PDSA), LEAN
- Identify and Implementation of Data Collection Tools
- Utilizing measures such as Theory of Change, Survey Design, Logic Models
- Data Storage and Management Systems
- Benchmarking and Target Setting
- Ensuring CQI is for “Everyone” (e.g., Developing Cross-Departmental and Cross-Functional Teams)

The Illinois CQI Community group strives to promote diversity among session presenters and attendees in terms of professional affiliation (government, academic, or agency professional), agency size (small, medium, or large), and geography. We welcome proposals from those working in and outside of Illinois. Collaborative sessions representing multiple organizations are also encouraged.

We understand that presenting virtually is different than in-person. Well-thought-out and well-designed sessions with concrete tools and solutions are sure to provide attendees with the best experience possible. Sessions with similar content or themes may be combined into panel presentations.

#### IMPORTANT DATES

- Proposals are due April 16, 2021
- Proposals will be selected and presenters notified by mid-June 2021
- Conference will be virtual on October 6 & 7, 2021

#### SESSION ELEMENTS

The following is a list of criteria that will be used to evaluate proposals:

- **Goals of the Session:** Identify learning goals for participants who attend your session
- **Active Learning:** Identify methods you will use to encourage active learning (participatory) versus passive learning (listening)
- **Practical Tools:** Attendees will be looking for practical tools to understand, organize and implement a fully-functional CQI system at their agency
- **Best Practices and Relevant Research:** Identify best practices and/or research that will help participants be leaders within their organizations
- **Supplemental Materials:** Use of handouts during your session will help attendees follow your presentation, and can provide suggestions for further resources, including a bibliography
- **Q&A:** Allow time for questions and answers from participants
- **Target Audience:** Identify whether the session will be geared toward CQI beginners (Foundation), toward those who have been in CQI for a number of years and need more than beginner information (Intermediate), or toward more advanced practitioners (Advanced)

#### SUBMISSION OF RFP: TO BE CONSIDERED, ALL THE MATERIALS BELOW MUST BE SUBMITTED

- Biography for each presenter
- Resume for each presenter
- Completed (RFP) (proposal content and session proposal content requirements)
- Handouts
- Draft slides and/or presentation outline
- High Resolution Headshot (3"x4" at 300dpi., jpg file)  
Website resource to convert to high resolution photos:  
<https://www.techwalla.com/articles/how-to-convert-pictures-to-high-resolution-jpeg>

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### PROPOSAL CONTENT

#### PLEASE COMPLETE FULLY:

Primary Presenter (Individual with whom all communication will occur)				
Name		Degree(s)		
Position/Job Title				
Organization				
Address				
City		State		Zip Code
Phone		E-mail		

Co-Presenter				
Name		Degree(s)		
Position/Job Title				
Organization				
Address				
City		State		Zip Code
Phone		E-mail		

Co-Presenter				
Name		Degree(s)		
Position/Job Title				
Organization				
Address				
City		State		Zip Code
Phone		E-mail		

#### TOPIC(S) OF FOCUS (check all that apply):

- Community Engagement
- Equity
- How to Sustain a CQI Driven Environment

#### VIRTUAL ASPECTS:

- Interactive Sessions
- Webinar/Lecture with Q&A at end
- Interactive with Breakout Sessions
- Other: \_\_\_\_\_

Speakers should be prepared to make presentation materials available electronically via the Illinois CQI Community website prior to the conference.

Speaker choosing video should be present during session if technical issues arise and for Q&A after.

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## SESSION PROPOSAL CONTENT REQUIREMENTS

1. **Title of Session:**

2. **Learning Goal and Objectives (100 words or less):**

3. **Abstract (150 words or less):**

*Describe session and include how the session fits within the conference theme and goals as well as how the skills taught in the presentation will advance the achievement of human service outcomes.*

4. **Suggested Target Audience (choose one):**

- Foundation (Just getting started)
- Intermediate (Established process and ready for more)
- Advanced (Longstanding process)

5. **Applicable Areas within Human Services (choose all that apply):**

- Child Welfare
- Community Recreation
- Early Childhood
- Education
- Government
- Health
- Juvenile Justice/Community Corrections
- Mental Health
- Older Adult
- Youth Services
- Multi Service Organizations
- Other: \_\_\_\_\_

6. **Describe plan for audience engagement and interaction throughout the session, including brief example(s) (beyond Q and A):**

Note: This has been an unprecedented year. We are hoping to plan a 2-day conference. Please hold both days as we try to plan our first virtual conference and figure out scheduling and technology. You can contact us if you have any questions. Thank you.