

**CONFERENCE REQUEST FOR PROPOSALS (RFP)**

**Deadline for Submission: April 12, 2024**

**Conference Dates: October 9 & 10, 2024**

**Location: I Hotel and Conference Center, Champaign, IL**

**Submit Proposal:** [**https://forms.gle/1rQnHs3AnBRDLMhaA**](https://forms.gle/1rQnHs3AnBRDLMhaA)

**Submit questions to:** [CQICommunity@gmail.com](mailto:CQICommunity@gmail.com)

**MISSION OF THE ILLINOIS CQI COMMUNITY GROUP**

We are a community of human services professionals working to promote and enhance the value of CQI (Continuous Quality Improvement) by providing opportunities for professional development, peer support, and collaboration.

**ABOUT THE 2024 CQI CONFERENCE: “PRACTICAL CQI: SKILLS AND TOOLS FOR REAL WORLD APPLICATION”**

The focus of this year's conference is applying Continuous Quality Improvement tools and skills to the “real world.” We are looking for workshop sessions that will actively engage attendees and provide tools, innovative strategies and ideas for automation they can readily apply in their own organizations. Our attendees are most interested in *“how to’s”* and practical application.

**PURPOSE OF THE CONFERENCE AND TARGET AUDIENCE**

The CQI Community Group’s annual conference is a capacity building and networking event. Our audience is primarily CQI staff, but also includes leadership and direct-service staff from community-based, academic, healthcare and government settings. It is an opportunity for people from a variety of professional backgrounds to come together to explore strategies for developing, managing, and participating in the CQI process that will lead to better outcomes for children, adults, families and communities. The conference will be geared toward attendees with basic to advanced CQI knowledge and skills.

**CQI IS FOR EVERYONE**

When we say CQI is for everyone, we mean everyone. The CQI Community group promotes diversity among workshop presenters and is committed to building a vibrant and empowered community. We encourage submissions from a variety of professional affiliations (government, academic, corporate, non-profit, or community-based providers), organization sizes (small, medium, or large), experience levels (whether you are a subject matter expert with a research team or a quality improvement peer with a great idea, we want to hear from you), and geography (both inside and outside Illinois). Collaborative sessions representing multiple organizations are also encouraged.

**WHAT WE ARE LOOKING FOR**

We are seeking proposals for workshops that feature innovativequality improvement strategies, methods, and tools that are practical, proven, or promising. We are looking for presentations that speak to the impact and/or practical application of the chosen topic and fall into the following presentation styles:

* **Informative:** This style can be a lecture format or Ted Talk format on how an organization created/implemented a CQI strategy or method, and share successes and challenges in the field.
* **Collaborative:** This style could include a Think Tank format, Panel, Question and Answer session, roundtables, or group learning with discussion between presenters and attendees.
* **Teaching:** This style could include step-by-step instructions on how to use a new skill, tool, or technology with demonstrations and hands-on practice. For example, Data Visualization, Data Analysis, Assessment, or a QI Process.

Well-designed workshops 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. Suggested topics include *but are not limited* to the following:

* **Foundations of CQI -** Understanding what CQI is, what it can help your organization achieve and how to build or enhance CQI programming.
  + **CQI 101:** definitions, models, components of a CQI system, writing CQI plans, procedures, and processes; root cause analysis, Plan Do Study Act (PDSA) cycles
  + **Building CQI Infrastructure:** developing a theory of change, program logic models, measurement frameworks, implementation science, and change management approaches
* **Organizational Readiness -** Building a case for CQI as a mechanism to demonstrate and sustain organizational strategic goals and the mission, while supporting effective service delivery.
  + **Using the 5 Ws:** Who, what, when, where, why. Who to engage, what to measure, when to measure/implement, where to meet/share, why it matters?
  + **Building a Data Culture:** CQI structure, building CQI teams; staff buy-in, engaging leadership and staff, promoting a data and learning culture, investment in agency performance; involving administrative departments in CQI
  + **Building Capacity in CQI:** data literacy, staff training in CQI (leadership vs. mid-managers vs program staff vs. CQI Teams), fostering a culture of organizational learning; running effective CQI meetings
  + **Closing the Improvement Loop:** using data to improve performance; developing action and improvement plans; change management; project management
  + **Using Data for Performance Improvement:** identifying patterns and trends, learning from the data, quality assurance vs. quality improvement vs. evaluation, aggregating and analyzing tools, using data to make decisions
* **Data Collection and Management -** Building capacity to make data-informed decisions that align with the strategic goals and mission of the organization.
  + **Development of Metrics or Key Performance Indicators:** developing performance measurement plans and key performance indicators, what data and why, identifying high quality performance measures, identifying data sources, managing layers of data,
  + **Data Collection:** surveys, records, templates, trending sheets, assessment tools, external reports and research
  + **Data Analysis Tools/Solutions:** using technology for outcome and impact measurement;Excel techniques, Survey Monkey, Power BI, Artificial Intelligence (AI), automation, databases, online tools, open-source data; free online resources
  + **Data Visualization and Communicating CQI Results:** data visualization techniques; disseminating and interpreting data reports for different audiences, creating data reports and dashboards, storytelling using data; marketing and branding CQI
* **The Human Side of CQI -** Ensuring that CQI work is conducted with input from multiple perspectives and that those doing the work have the support they need to avoid burning out.
  + **CQI is for Everyone:** ensuring equity and inclusion throughout the CQI process; expanding demographic representation; ADA considerations in data, engaging external stakeholders and communities; using CQI to make a positive and equitable impact; Diversity Equity and Inclusion (DEI) metrics
  + **Self-Care for the CQI Practitioner:** self-care techniques, mindfulness, stress relief, how to handle resistance to CQI; how to recharge your CQI batteries; trauma-informed CQI

**IMPORTANT DATES**

* Virtual RFP Informational Sessions: March 15, 2024 10:00 a.m.-11:00 a.m. CDT **or** April 5, 2024 12:00 p.m.-1:00 p.m. CDT
* Proposals are due **April 12, 2024**
* Proposals will be selected, and presenters will be notified by end of June 2024
* If accepted, an informational session will be scheduled in early July.
* If accepted, a headshot and bio are needed by July 12, 2024
* Conference will be held in-person on October 9 & 10, 2024 at the I Hotel and Conference Center in Champaign, Illinois.
* Only 3 speakers per organization will qualify for the Early Bird Registration Rate.

**To increase accessibility for our community, speakers will be asked to send presentation materials in advance so they can be shared with participants via the CQI Community Website.**

**RFP APPLICATION**

**PLEASE COMPLETE ALL FIELDS:**

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

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

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

**PROPOSAL REQUIREMENTS**

1. **Title of Presentation:**
2. **List 3 to 4 learning objectives attendees will learn from your presentation:**
3. **Conference Presentation Description:**

*Describe your session in 200 words or less. Explain how your topic is practical and relevant for the attendees of this event. Use compelling language that will not only clarify what attendees can expect but will also encourage them to attend. Include your preferred target audience (ex. brand new to CQI, intermediate knowledge of excel etc.) This will serve as the workshop description in the conference program.*

1. **Describe any tools, techniques, and/or handouts that will be shared:**
2. **Type of Presentation** *(select one)\* Please refer to the* [*2024 CQI Conference website*](https://cqi.cfrc.illinois.edu/con_info.php) *for more detail.*

**☐ Informative**

**☐ Collaborative**

**☐ Teaching**

1. **Preferred time frame** *(select one)\**

**☐ 30 mins**

**☐ 60 mins**

**☐ 90 mins**

1. **Preferred group size** *(select one)\**

**☐ Small (up to 30)**

**☐ Medium (up to 75)**

**☐ Large (more than 75)**

1. **Areas of Focus in CQI** *(select 1-2 areas that best match your proposal) Please refer to the* [*2024 CQI Conference website*](https://cqi.cfrc.illinois.edu/con_info.php) *for more detail.*

**☐ Foundations of CQI**

**☐ Organizational Readiness**

**☐ Data Collection and Management**

**☐ The Human Side of CQI**

1. **Is there any additional information you would like to share with the 2024 CQI Annual Conference Steering Committee as we review your application?**

*\*We will do our best to accommodate your preferences. These items are subject to change based on conference scheduling needs.*

**TO BE CONSIDERED, YOUR APPLICATION MUST INCLUDE ALL THE MATERIALS BELOW:**

*More than one file can be uploaded for each document below. After adding a file, click “Add file” again to add additional supporting documentation.*

* Completed RFP Application
* Detailed presentation outline
* Resume for each presenter

Optional at time of RFP submission, but will be requested upon acceptance for the conference website and program:

* Biographyfor each presenter (150 words or less)
* High Resolution Headshot (3"x4" at 300dpi., jpg file)
* Slides/Handouts