

Implementing a Continuous Improvement Process Video Series Descriptive Transcript

This descriptive transcript is intended to support web accessibility for the [Video 4: Do](#) in the video series, *Implementing a Continuous Improvement Process: A Video Series to Support the Use of REL Appalachia’s Continuous Improvement Resources*.¹

Table 1. Video 4: Do

Audio	Visual
<p>These resources include a description of a five-phase continuous improvement process, along with templates and links to additional resources. You can access the full set of materials by clicking on the links in the description of this video below.</p>	<p>Screenshots of the <i>Continuous Improvement Coaching Facilitators’ Workbook</i>.</p>
<p>You clarified the problem of practice as you set the foundation in phase 1: <i>Set the Foundation</i>. You then identified action steps and data to monitor in phase 2: <i>Plan</i>. It’s now time to dive into phase 3: <i>Do</i>. This phase emphasizes the importance of monitoring data as you implement.</p>	<p>A graphic depicting the five-phase continuous improvement process cycle with the following phases: 1) Set the Foundation; 2) Plan; 3) Do; 4) Study; 5) Act. Phases 1, 2, and 3 are highlighted as they are discussed.</p>
<p>Each implementer should enact steps as planned, adhering to the agreed upon timeline. Should you need to make minor changes to the plan during implementation, document these changes to inform phase four, Study.</p>	<p>The “List the action steps” section of the template is shown. In this section of the template, space is provided to list the target person [WHO], action steps [WHAT], start/end [WHEN], and location [WHERE].</p> <p>A document icon is shown indicating that this content can be found on page 23 of the <i>Continuous Improvement Coaching Facilitators’ Workbook</i>.</p>
<p>The next key question is: Where and how will outcomes be documented? To help you and your team adhere to your data collection plan, use a data organizer such as a simple spreadsheet and</p>	<p>A sample data collection organizer is shown with space to list a description of the data, who will</p>

¹ This descriptive transcript was developed for the *Implementing a Continuous Improvement Process* video series following World Wide Web Consortium (W3C) and W3C Web Accessibility Initiative standards. See: <https://www.w3.org/WAI/media/av/transcripts/#descriptive>

Audio	Visual
<p>keep this organizer in an easy to access location so team members can review and update it.</p>	<p>collect the data, and the date the data will be collected.</p> <p>A document icon is shown indicating that this content can be found on page 24 of the <i>Continuous Improvement Coaching Facilitators' Workbook</i>.</p>
<p>[Music]</p>	<p>Logos of the five organizations that participated in the REL Appalachia continuous improvement coaching project: the Kentucky Valley Educational Cooperative, Jackson Independent School District, Johnson Central High School, Magoffin County High School, and Perry Central High School.</p> <p>The IES disclaimer is also displayed on the screen: “This video was prepared for the Institute of Education Sciences (IES) under Contract ED-IES-C-0004 by Regional Educational Laboratory Appalachia administered by SRI International. The content of this video does not necessarily reflect the views or policies of IES or the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”</p>
<p>[Music]</p>	<p>List of references cited during this presentation:</p> <p>Collis, S., & Foster, K. (2018, March 7). TIME FOR CARE: Quality improvement for practice managers [PowerPoint slides]. SlideShare. https://www.slideshare.net/NHSEngland/improving-services-leading-change-implementing-change-in-rapid-cycles</p> <p>Yamaguchi, R., Dempsey, K., Suarez, S., Campbell, A., Park, C. J., & Schaefer, V. (2020). <i>Regional Educational Laboratory Appalachia: Facilitators' workbook for continuous improvement coaching</i>. SRI International. https://ies.ed.gov/ncee/edlabs/region/appalachia/resources/pdfs/continuous-improvement-coaching_facilitator-workbook_Acc.pdf</p>