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How to Conduct a Key Indicator System Pilot

A pilot test of your Key Indicator System (KIS) is to work out any idiosyncrasies in your state application of using a Key Indicator System. It is much easier to make changes after utilizing the methodology with a small group of programs than trying to make changes after full state implementation. Also, the pilot should be able to validate the Key Indicator System. In conducting the pilot test, it is assumed that the necessary analyses and policies for creating the Key Indicator Tool has already occurred.

Steps:

- 1) Determine location and length of pilot (usually 2 – 4 months).
- 2) Determine the sample size which should represent the state demographically.
- 3) Ensure Key Indicator (KI) policies are in place.
- 4) Identify and train staff who will be conducting the pilot.
- 5) Based upon the sample selection criteria, identify eligible providers for Key Indicator inspection, using KI policy.
- 6) Conduct KI inspections and full inspections in the same programs done independently by two licensing staff.
- 7) Analyses of the KI and Full Inspection data.
- 8) Expand inspection, if necessary, based on policy if non-compliance with Key Indicator rules is determined.
- 9) Participate in bi-weekly conference calls with NARA team throughout pilot.
- 10) Hold de-brief at conclusion of pilot to identify policy areas that need clarifying, enhancing, or revising.
- 11) Revise policies and tools, as applicable.
- 12) Train additional staff.
- 13) Phase-in or full implementation of Key Indicator System

The pilot study should clearly demonstrate the efficacy of the Key Indicator System methodology so that clear policies are in place, the relationship between the Key Indicator Rules and all rules is statistically significant, it is easily understood and supported by the pilot participants who can then help promote it to other staff and programs.