WCCEAL: ALC TASKS

Once you have joined WCCEAL through your Sponsor Association, you will be given access to eQuality: http://wcceal.wisc.edu/ .   The following is a list of the tasks required to be completed yearly on eQuality by each ALC. WCCEAL recommends consulting your Sponsor Association for best practices and efficient completion of these tasks. You may want to add these dates to your calendar or use this sheet as a reminder to record when you have completed your WCCEAL tasks.

Yearly Tasks for all WCCEAL ALCs:

DATE	TASK	DEADLINE	DATE COMPLETED
January 1	QI Variables: Submit Quarterly Data	January 15	
January 1	Generate Satisfaction Surveys	January 31	
January 1	Print and distribute Satisfaction Surveys	March 15	
February 1	Verify Surveys have been returned to WCCEAL	April 15	
April 1	QI Variables: Submit Quarterly Data	April 15	
July 1	QI Variables: Submit Quarterly Data	July 15	
Oct 1	QI Variables: Submit Quarterly Data	Oct 15	

Summary of WCCEAL tasks listed above:

Four times a year the ALC users must log into eQuality and enter their ALC's Quality Improvement Variable data. This is done during a 2 week window at the end of each quarter. The data must be submitted before the 15th of January, April, July and October. The first time an ALC's data is entered it may take approximately 30 minutes (depending how prepared the user is), subsequent quarters usually take between 5-20 minutes to complete.

Once each year the ALC users must log into eQuality and Generate their yearly resident satisfaction survey, this will create a PDF which the user then prints and makes the appropriate number of copies for their ALC's residents. If return envelopes are needed to be included with the survey, contact your Sponsor Administrators or the WCCEAL Helpdesk.   The paper surveys need to be distributed to the residents and returned to WCCEAL before April 15th.

Your Sponsor Association may have other duties necessary to keep in good standing with their QI programs; these are the ALC requirements within WCCEAL. Please contact your Sponsor Association for further information or the WCCEAL Helpdesk for website related issues (wcceal@qid.wisc.edu).