

Action Planning Worksheet

Facility Name: _____ Date: _____

Team Leader Name: _____

1. What are you trying to accomplish?

Look back at your team's plan and identify your goal. On what aspect of your overall plan will this "mission" focus? Provide specifics when possible, including numerical ordering of steps. *Example: If you have completed a Fishbone Diagram and identified steps to be taken in reduction in the use of physical restraints, list what has to happen and in order or priority.*

2. How will you know that a change, or action, is an improvement?

Define simple measures that can be compared before and after you have implemented your action steps. Identify your source. *Example: If you are going to reduce physical restraints, you can use your Facility Quality Indicator Report (FQIR) or your Chronic Care Sample QM Report as your source of data.*

3. What changes can you make that will result in improvement?

What action step(s) can you take to change a process or improve the outcomes without changing the process currently used?

Example: The process of redirection or physical therapy intervention to reduce the fall risk may be good, but the training needs to be more direct or mentoring added to help staff.

ACTION STEP	PERSON(S) RESPONSIBLE	COMPLETION DATE	OUTCOME