# Action Plan Worksheet

**INSTRUCTIONS:**

1. Discuss with your team some improvements you’d like to make specific to the High Leverage Changes listed in the table. Use the data from the [Quality Improvement Change Assessment (QICA)](http://maccollcenter.org/resources/quality-improvement-change-assessment-qica-0), current patient panel data, discussions with your coach and team, or observations you’ve made about how things currently work in your site to guide your discussion.

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| **High Leverage Changes** | **Improvements we want to make** | **90-Day Goal**  **Make it SMART: Specific, measureable, actionable, realistic and time-bound** | **Testable Ideas** |
| **Embed Clinical Evidence** |  |  |  |
| **Utilize Data** |  |  |  |
| **Establish Quality Improvement Process** |  |  |  |

1. List a few improvements that your team agrees on in the table.
2. Choose one improvement for at least three of the High Leverage Changes and write a 90-day goal. **Remember to write your goals in a SMART (specific, measurable, actionable, realistic, and time bound) format.**
3. In the final box, list a few ‘testable ideas’ that will help you get to your goal.

| **High Leverage Changes** | **Improvements we want to make** | **90-Day Goal**  **Make it SMART: Specific, measureable, actionable, realistic and time-bound** | **Testable Ideas** |
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| **Identify at-risk Patients** |  |  |  |
| **Define Roles & Responsibilities** |  |  |  |
| **Deepen Patient Self-Management Support** |  |  |  |
| **Develop Robust Linkages** |  |  |  |