

Deliverable 2: Detailed written plan to monitor progress on implementation of CHIP

ASI Deliverable	CHIP			
in collaboration with broad participation from	CHIP Pages 14-15			
stakeholders and partners.				
	ATTACHMENT A to this summary contains the			
	standardized agenda and Strategy Champion			
	reporting forms for referenced quarterly meetings			
	with Strategy Champions			

DELIVERABLE 2 ATTACHMENT A

MONITORING MEETING AGENDAS AND REPORTING FORMS



Purpose:

To monitor and respond to progress on our Community Health Improvement Plan.

Desired Outcomes:

At the close of today's meeting, we will have:

- Heard progress reports from the Strategy Champions;
- Discussed discrepancies between targets and actual progress; and, as necessary,
- Planned for adjustments, modifications, or Quality Improvement activities to meet our objectives.

AGENDA	Time
Opening	0:00 - 0:15
Purpose, outcomes	
Agenda	
Time-frame	
Roles and ground rules	
Report-out	:05 x 15 (75 minutes)
 Strategy Champions present summary progress reports 	0:15 – 1:30
Timekeeper to keep us on track at 5 min. per report-out	
Parking Lot Attendant to capture issues for group discussion	
Break	1:30 – 1:45
Parking Lot Break-Outs	1:30-2:30
Work groups use a root-cause-analysis tool to	
identify contributing factors and/or cause of	
difficulty	
Define modifications as appropriate	2:30 – 3:20
Report Out	2:30 – 3:20
Leads of Parking Lot issues summarize any modifications that will be made to their strategies.	
modifications that will be made to their strategies	3:20 – 3:30
Closing	3.20 3.30
Set date for next meeting	
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LGHH!

Period: xx/2014

STRATEGY Status Report

Strategy Name:						Strategy Champion:		
Description								
Priorities Impacted Priority:					Start Date:			
Priority:				End Date:				
Discussion and recommendati	ons for next	quarter						
MILESTONES (Include origina	al target and	any formative	e adaptations	or modificatio	ns)			
Milestones / Adaptation or Modification	On Track?	Target Date	Actual Date	Lead		Comm	ents	