

Handout 26

DCA Action Planning Recommendations



Action	✓ if Completed	Follow Up Notes
1. Set a date and time in the meeting for a subsequent action planning meeting.		
2. Review Items with scores of 0 and 1		
a. Revisit items/comments documented on Action Items list in these areas to inform action planning		
3. Identify at least three domains for action planning that may be completed within the next 3 months and will be set as regular items on meeting agendas <ul style="list-style-type: none"> a. Look for Quick wins or those items that immediate movement can be made on b. Identify items that potentially have big impact long term (e.g., policy documents) 		
4. Define the Action(s) to be taken. <ul style="list-style-type: none"> a. Who is responsible b. When it will be accomplished c. Create a progress monitoring schedule for problem solving 		