

Change Cycle Planning Form

Date

Attendance:

Aim working on: (Example: Decrease wait times from first contact to admission from baseline X to desired Y in Level of Care A at Location B)

Specific Change to be Implemented: (Example: Train more staff on how to do assessments)

Results Measurement: (How will you know if the change resulted in improvement?
Example: measure time from first contact to first appointment for all persons calling for help for the first time from date change begins for next two weeks, compare this average to baseline average wait time for all clients making a first contact for month of November)

Fidelity Measurement: (How will you know if the change was implemented as intended? Example: Total Number of assessments done, Total number of staff completing assessments compared to baseline)

New actions to be completed: (List each team member's specific task for the coming week. Don't forget actions around communicating with others.)

1. Name

Action

Deliverable Date

2. Name

Action

Deliverable Date

3. Name

Action

Deliverable Date

4. Name

Action

Deliverable Date

5. Name

Action

Deliverable Date