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| **Organization Name** |  | **AAAHC Org ID #** |  |
| **Contact Name** |  | **Title** |  |
|  |  |  |  |
| **Study Name** |  | **Completion Date** |  |

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| 1. **State the Purpose**   *Document your purpose statement here* |
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| 1. **Set the Goal**   *Document your performance goal and achievement timeframe here* |
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| 1. **Reason for Gap**   *Document the “why” here* |
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| 1. **Corrective Action(s)**   *Document your corrective actions and timeline here* |
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| 1. **Remeasure**   *Document the current performance vs. the goal and your next steps whether you achieved or fell short of your performance goal* |
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| 1. **Communicate**   *Document how the results were shared with the governing body and throughout the organization and any other educational activities that have taken place because of this study* |
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