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

|  |
| --- |
| 1. **State the Purpose**

*Document your purpose statement here* |
|  |

|  |
| --- |
| 1. **Set the Goal**

*Document your performance goal and achievement timeframe here* |
|  |

|  |
| --- |
| 1. **Reason for Gap**

*Document the “why” here* |
|  |

|  |
| --- |
| 1. **Corrective Action(s)**

*Document your corrective actions and timeline here* |
|  |

|  |
| --- |
| 1. **Remeasure**

*Document the current performance vs. the goal and your next steps whether you achieved or fell short of your performance goal* |
|  |

|  |
| --- |
| 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* |
|  |