



PUBLIC HEALTH

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

ASI Deliverable	CHIP
<b>...in collaboration with broad participation from stakeholders and partners.</b>	CHIP Pages 14-15
	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.

<b>AGENDA</b>	<b>Time</b>
<p><b>Opening</b></p> <ul style="list-style-type: none"> <li>• Purpose, outcomes</li> <li>• Agenda</li> <li>• Time-frame</li> <li>• Roles and ground rules</li> </ul>	<p>0:00 - 0:15</p>
<p><b>Report-out</b></p> <ul style="list-style-type: none"> <li>• Strategy Champions present summary progress reports</li> <li>• Timekeeper to keep us on track at 5 min. per report-out</li> <li>• Parking Lot Attendant to capture issues for group discussion</li> </ul>	<p>:05 x 15 (75 minutes)</p> <p>0:15 – 1:30</p>
<p><b>Break</b></p>	<p>1:30 – 1:45</p>
<p><b>Parking Lot Break-Outs</b></p> <ul style="list-style-type: none"> <li>• Work groups use a root-cause-analysis tool to identify contributing factors and/or cause of difficulty</li> <li>• Define modifications as appropriate</li> </ul>	<p>1:30-2:30</p>
<p><b>Report Out</b></p> <ul style="list-style-type: none"> <li>• Leads of Parking Lot issues summarize any modifications that will be made to their strategies</li> </ul>	<p>2:30 – 3:20</p>
<p><b>Closing</b></p> <ul style="list-style-type: none"> <li>• Set date for next meeting</li> </ul> <p>+ / Δ</p>	<p>3:20 – 3:30</p>

