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| **Date:** |
| **Team Leader :** |
| **Committee Members:** |

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| **Performance Indicator/Area Identified:** |
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| **Summary of Data Collection (**attach monitors, statistics, reports, surveys, ect.): |
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| **Problems(s) Identified and Summary of Root Cause:** |
|  |

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| --- | --- | --- |
| **Steps to Resolution:** (What do we need to do to correct?) | **Team Members Assigned:** | **Completion Status and Date:** |
|  |  |  |
| **Resolution Goal(s):** (must be measurable) | | |
|  | | |
| **Projected Completion Date: on going** | | |

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| **Evaluation of Plan Effectiveness/Resolution:** |
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| **Performance Improvement Committee Reviews:** |
| **Date:** |
| **Recommendations:** |

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| **Committee Chairperson Review:** | |
| **Resolution/Recommendations:** | |
| **Date:** | **Signature:** |