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| **Key Program Indicators(KPI’s)** | **Target** | **Actual** | **Trend** |
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| **Program Outcomes** | **Target** | **Actual** | **Trend** |
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**Meeting Notes**

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| **Reviewed** | Performance Report Satisfaction Survey File Review/System Issue Funder Reports Data Dive/Root Cause Other (Explain below) |

**Discussion**

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| **Agenda Item** | **Summary (document root cause questions in Quality Efforts)** |
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**Next Meeting Date:**

**Quality Improvement Efforts-** Quick wins are actions that produce quick results from small adjustments to established operating procedures and processes. They may also address underperforming outcomes and/or drift from program model/plan.

**Review Pending Quick Win Task.** (Status P=pending, IP=In progress, C=completed, Ad=Adopted, Adp=Adapted, M=Monitor/Maintain, 0=Abandoned)

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| **Opportunity** | **Who** | **Task** | **Due** | **Status** | **Notes** |
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**Setting Priorities:**

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| **Problem/opportunity?** | **Do you have data?** | **How Important?**  **(high/med/low)** | **Potential Impact?**  **(high/med/low)** | **Ability to Influence?**  **(high/med/low)** | **Achievable?**  **(high/med/low)** | **Next Step?**  **(Data Dive/Root Cause, Quick Win Tasks, PDSA-Process Team, Pause, Not Priority)** |
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**Quick Win Task(s) Moving Forward**

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| **Opportunity** | **Who** | **Tasks** | **Due** |
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