**Please complete the following table for each recommendation from the Summary Report. Some recommendations may have multiple tasks in the action plan.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommendation** | **Responsible individual, group, or agency** | **Action plan** | **Target dates** | **TA or training needed?** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4.  |  |  |  |  |
| 5.  |  |  |  |  |
| 6.  |  |  |  |  |

1. **Distribute copies of the Summary Report** to all members of your team, advisory group, and other key individuals involved with your program.
2. **Set up a meeting** with your team and steering committee, etc., to discuss the report’s findings and recommendations. Ask all members of the group to read the report prior to the meeting and bring ideas and questions. Identify who will facilitate the meeting (bring in a person from outside the core group if all group members would like to be actively involved in the discussion).
3. **Contact your peer reviewer or staff at the state office** if you would like outside staff to be available by phone to answer questions.
4. During the meeting(s), **review each recommendation**, discuss any questions that arise from the group, and **summarize the discussion, any decisions, and next steps [assign someone to take notes]**.
5. **Responsible individual, group, or agency**: Identify who is the focus of the recommendation, and who has the authority to make related changes.
6. **Action plan**: Describe the status of action related to the recommendation (some changes or decisions may already have been made). Identify which tasks have been assigned, to whom, and by what date they will be accomplished or progress reviewed. Assign tasks only to a person who is present. If the appropriate person is not present or not yet identified (because the task falls to an agency or to the community, for example), identify who from the group will take on the task of identifying and contacting the appropriate person.
* Person: (Name)
* Task: (make sure tasks are specific, measurable, and attainable)
* Deadline or review date: (e.g., June 10th) the dates for some tasks should be soon (next month, next 6-months, etc.); others (for longer-term goals for example) may be further in the future.
* Who will review: (e.g., advisory board will review progress at their next meeting)
1. **Target dates:** Indicate the date that each task will be accomplished.Add task deadlines to the agendas of future steering committee meetings, to ensure they will be reviewed, or select a date for a follow-up review (in 3 or 6 months, for example), to discuss progress and challenges, and to establish new next steps, task lists, and review dates.
2. **TA or training needed:** Add a check mark in this column if training or technical assistance is needed to help address this recommendation.
3. **Send this completed form to the State Office within 60 days. State staff will discuss any needed training and technical assistance and how to obtain them.**