

Complete one sheet per test of change. File it in the audit binder or attach it in MeasureWise. If HRSA, the board, or leadership asked tomorrow, this page is your proof.

HEALTH CENTER / SITE

MEASURE OR WORKFLOW

CYCLE #

DATE RANGE

MM/DD – MM/DD/YYYY

1 BASELINE

Where we started, and how we know

WHAT ARE WE TRYING TO IMPROVE (AIM)

BASILINE VALUE

e.g. 61%

BASILINE DATE

GOAL / TARGET

e.g. 70% by Q4

DATA SOURCE (WHERE THE NUMBER COMES FROM)

e.g. Azara registry, AthenaOne report, chart sample

2 CHANGE

What we did differently

INTERVENTION (THE SPECIFIC CHANGE TESTED)

OWNER (NAME AND ROLE)

START DATE

REVIEW DATE

PREDICTION (WE PREDICT THIS CHANGE WILL...)

3 RESULT

What the data actually showed

RESULT VALUE

e.g. 66%

RESULT DATE

MET PREDICTION?

Yes / No / Partially

WHAT THE DATA SHOWED (PLAIN LANGUAGE)

EVIDENCE ATTACHED

☐ Report / registry screenshot ☐ Chart review sample ☐ Workflow photo / job aid ☐ Meeting minutes

☐ Other: _____

4 DECISION

What we do next, and who said so

☐ **ADOPT**

Make it permanent. Update the workflow and train staff.

☐ **ADAPT**

Run another cycle. Note what changes next time.

☐ **ABANDON**

Stop. Record why so nobody retries it blind.

DECISION NOTES / NEXT STEP

DECIDED BY

DECISION DATE

REVIEWED IN

QI committee / Board / Huddle