Table A.1 *Improvement Plan Matrix*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Observation** | **Recommendation for Improvement** | **Responsible Department’s**  **Contact** | **Start Date** | **Completion Date** |
| **Capability 1:**  Evacuation | **1.1** Staff did not print of all electronic health records for residents when transferred to new location. | **1.1.a** Have specific staff assigned to make sure each resident has all of the records. | Admissions | 8/30/17 |  |
| **1.1.b** Have a policy and procedure for printing off records and sending them securely with each resident. | Administrator | 8/30/17 |  |
| **1.1.c** Update settings in PointClickCare for one-click printing of all vital records. | IT Dept | 8/30/17 |  |
| **1.2** | **1.2.a** |  |  |  |
| **1.2.b** |  |  |  |
| **1.2.c** |  |  |  |

Table A.1 *Improvement Plan Matrix*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Observation** | **Recommendation for Improvement** | **Responsible Department’s**  **Contact** | **Start Date** | **Completion Date** |
| Capability 2: | 2.1 | 2.1.a |  |  |  |
| 2.1.b |  |  |  |
| 2.1.c |  |  |  |
| 2.2 | 2.2.a |  |  |  |
| 2.2.b |  |  |  |
| 2.2.c |  |  |  |

Table A.1 *Improvement Plan Matrix*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Observation** | **Recommendation for Improvement** | **Responsible Department’s**  **Contact** | **Start Date** | **Completion Date** |
| Capability 3: | 3.1 | 3.1.a |  |  |  |
| 3.1.b |  |  |  |
| 3.1.c |  |  |  |
| 3.2 | 3.2.a |  |  |  |
| 3.2.b |  |  |  |
| 3.2.c |  |  |  |