

Older Americans Act Congregate Nutrition Program Quality Review Toolkit: Action Planning Worksheet

This action plan is to help you translate your [Quality Review Self-Assessment](#) results into concrete improvements for your congregate nutrition program (CNP). It gives a structured approach to prioritizing areas for program enhancements, setting goals, and planning specific actions. By using this worksheet, you'll be able to:

- Focus your efforts on the most impactful areas.
- Create a clear roadmap for program improvement.
- Track your progress over time.
- Communicate your plans effectively with your team and stakeholders.

How To Use This Worksheet

1. Complete this worksheet soon after finishing your self-assessment. Use the reference numbers in each module for tracking.
2. Involve key team members in the planning process for different viewpoints.
3. Be specific and realistic in your action items and timelines.
4. Revisit and update this plan regularly (e.g., monthly, quarterly) to ensure you stay on track.

Based on your Quality Review Self-Assessment results:

1. Our top 3 strengths:
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2. Our top 3 areas of opportunity for improvement:
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3. Our priority action items:
 - Short-term (next three months):
 - Medium-term (3-6 months):
 - Long-term (7-12 months):

Quality Review Action Plan

1. Improvement idea (reference the self-assessment module and item number):

2. Do policies and procedures need to be created or updated?
3. Changes or additions to the program:
4. Resources needed:
5. Action steps to implement plan:
6. Key stakeholders to involve:
7. How progress will be measured and how often:
8. Follow-up assessment date:

Next Steps

- Share this plan with your team and relevant stakeholders.
- Schedule regular check-ins to review progress.
- Celebrate successes, no matter how small.
- Be prepared to adjust your plan as needed.

This Action Planning Worksheet is a living document. It is designed to help you continuously improve your program. Regularly revisit your goals and celebrate progress.

