

Quarter 3:	
Quarter 4:	

Benchmark: All TFAs are a minimum of 90% or other approved value; patient safety which includes the National Patient Safety Goals is 100%.

1. Attach this form to a copy of the completed quarterly Performance Improvement Summary Report or LEM 90 day action plan, as applicable.
2. Submit the quarterly Performance Improvement Summary Report/LEM 90 day action plan and Trend Analysis/Monthly Monitoring to your Director by Apr 30, Jul 31, Oct 31, Jan 31. The Director will review, sign, date, prepare a summation and forward to the President/CEO, CQO/CMIO, or Vice President.
3. All documentation is saved on SharePoint Site. Keep a copy in your department in the event that computers are down.