

ILCD Phases Checklist

Date Completed

Phase 1 { Set up steering committee _____
Attend training _____
Disseminate ILCD TA materials _____
Review workbook _____
Review website/data _____
Set up agenda/timeline of meetings _____
Take meeting minutes _____

Phase 2 { Identify all possible data sources _____
Surveys _____
Other Data Collection _____
File Review _____
Corrective Action Plan (CAP, if needed) _____
Analyze Data _____
Identify and Analyze problem _____
Assign ratings (Self-Assessment Performance Level Rubric) _____

Phase 3 { Action Plan _____
NDE Review _____

Phase 4 { Implement Action plans _____
Ongoing data collection _____
Report to SIP committee _____
Annual report of status of improvement strategies _____
Project completion of ILCD cycle _____

Phase 5 { Completion of improvement activities _____
Data collection _____
Analyze results _____
Plan next steps _____
Submit report of completion to NDE _____
New cycle start date to NDE _____