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**Suggested Annual Program Evaluation Action Plan and Follow-Up Template**

Use this template for tracking areas that need development from the Annual Program Evaluations across multiple years. The intent is to create a summary of improvements achieved, and a working list of areas that are still in need of attention. The template is suggested and may be adapted it in any way useful to facilitate program improvement. Use attachments or appendices if additional detail is relevant to tracking a given issue.  
 *(Note: This form is for internal use only and is not shared with site visitors or the International Review Committee)*

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| --- | --- | --- | --- | --- | --- | --- |
| Areas that need development (AY 2020–2021) | | Intervention/Action Plan | Date Instituted/Individual Responsible | Link to Program Aims | Expected Resolution (Outcome Measures and Date) | Status (Resolved, Partially Resolved, Not Resolved) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |
| Areas that need development (AY 2019–2020) | | Intervention/Action Plan | Date Instituted/Individual Responsible | Link to Program Aims | Expected Resolution (Outcome Measures and Date) | Status (Resolved, Partially Resolved, Not Resolved) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |
| Areas that need development  (AY 2018–2019) | | Intervention/Action Plan | Date Instituted/Individual Responsible | Link to Program Aims | Expected Resolution (Outcome Measures and Date) | Status (Resolved, Partially Resolved, Not resolved) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |
| Areas that need development (AY 2017–2018) | | Intervention/Action Plan | Date Instituted/Individual Responsible | Link to Program Aims | Expected Resolution (Outcome Measures and Date) | Status  (Resolved, Partially Resolved, Not Resolved) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |