

# Handout 26 DCA Action Planning Recommendations



State Implementation  
& Scaling-up  
of Evidence-based Practices

Action	✓ if Completed	Follow Up Notes
1. Set a date and time in the meeting for a subsequent action planning meeting.		
2. Review Items with scores of 0 and 1		
a. Revisit items/comments documented on Action Items list in these areas to inform action planning		
3. Identify at least three domains for action planning that may be completed within the next 3 months and will be set as regular items on meeting agendas <ul style="list-style-type: none"> <li>a. Look for Quick wins or those items that immediate movement can be made on</li> <li>b. Identify items that potentially have big impact long term (e.g., policy documents)</li> </ul>		
4. Define the Action(s) to be taken. <ul style="list-style-type: none"> <li>a. Who is responsible</li> <li>b. When it will be accomplished</li> <li>c. Create a progress monitoring schedule for problem solving</li> </ul>		