**Purpose:** To monitor and document the necessary steps to timely correction of deficiencies and weaknesses from the gap analysis performed to measure your trauma center’s ACS verification readiness and to evidence the correction process in preparation for the consultative site survey team visit.

**Deficiency/Weakness (Number & Description):**

**Owner: Team Members:**

**Evidence of Success:** *(How will you know that you are making progress? What are your benchmarks?)*

**Evaluation Process:** *(How will you determine that your goal has been reached? What are your measures?)*

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| --- | --- | --- | --- | --- | --- | --- |
| **Action Steps** | **Responsible** | **Deadline** | **Resources** | **Potential Barriers** | **Monthly Update** | **Result** |
| *What Will Be Done?* | *Who Will Do It?* | *By When?* | *What do you need to complete this step? (People, money, tools, etc.)* | *What could get in the way of task completion? How will you overcome them?* |  | ***No Progress (0)******Partial Progress (25-75%)******Complete (90+%)*** |
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