# New Hampshire **Department of Education**

#### **Bureau of Special Education Support**

#### **LEA Determination Process**

101 Pleasant Street, Concord, New Hampshire 03301 – (603) 271-3741 – <u>www.education.nh.gov</u>

## **Template for Root Cause Action Plan and Progress Reporting**

Leadership teams can use this form to develop an action plan that describes goals, tasks, and timelines for addressing the root causes. Keep in mind, a well-thought-out action plan will help the team stay on track amidst competing priorities, predict and neutralize potential barriers, and measure progress toward goals.

Problem	
Identified Root Cause	
Goal	

#### **Action Steps**

Action Item	Due Date	Person Responsible	Success Criteria	Completed

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#### **Progress Reporting**

	Narrative: (key questions to answer)	
	1. What have been your successes?	
	2. What barriers did you encounter? How have you resolved them?	
Date	3. What resources or technical assistance do you need to move your process forward?	