



ASK ME! ACTION WORKSHEET

This worksheet will help you prepare for completion of your Ask Me! Power Summary. One or more individuals or groups might use this worksheet (e.g. Management Team, QA Director, Agency Quality Team, etc.) to generate information from various perspectives, then one person or group can combine and insert your final analysis and agency action items into the designated sections of the Power Summary.

COMPLETED BY: <i>Who will collect this information?</i>	
DATE OF LAST UPDATE: GET INPUT FROM: <i>Who has ideas and information to help complete this Action Worksheet?</i>	

ANALYSIS	ACTION ITEMS
Your conclusions about agency services or operations based on Ask Me! survey results	What you're doing or plan to do based on your Ask Me! survey analysis
Example: <ul style="list-style-type: none"> ★ The "Self Determination" domain increased by 30% over the last survey in 2002! Our goal was a 20% increase. ★ The employee training sessions on what self-determination means in everyday life AND the Self-Advocate groups' Self Determination Education workshops made a big contribution to this success. ★ Including a brief discussion about self-determination and what it means as part of our Individual Plan preparation helped everyone become more aware of how important it is and what it means. ★ This is wonderful progress! We need to keep this momentum going forward in this important life domain and we will! 	Example: <ul style="list-style-type: none"> ★ 20 employees will attend a conference on Self-Determination in September and hold information sharing sessions in October. ★ The Quality Assurance Committee found a wonderful guide for Self-Determination that was just published. Every consumer will be provided with the "Self-Determination – What it Means to Me" Guide (from the Self-Determination Association of America) by September 30. This Guide is available in several formats, so Supervisors will work with you and the people you support starting at the end of August to determine which format is best for each consumer. ★ We will include a session for discussing self-determination and getting more ideas at the next agency staff meeting on September 20th.