

30-60-90 Day Planner (EXAMPLE)

Use this template to plan goals and activities for the next 30, 60, and 90 days. Email the completed plan to your Perinatal Regional Coordinator. Add as many rows as needed.

Hospital Name: Hospital A

Date: April 28, 2022

NEXT 30 DAYS	
Goal: Create perinatal SUD quality improvement team	
Tasks to achieve goal	Responsible Party
1. Identify/invite members of team, determine roles and responsibilities	<ul style="list-style-type: none"> • Jane Doe
2. Set up reoccurring internal meeting and make sure monthly WSHA trainings are on calendars	<ul style="list-style-type: none"> • John Doe, team members
3. Review WSHA's toolkit documents and program guide, determine the core concepts we want to implement in the next year	<ul style="list-style-type: none"> • QI team members
NEXT 60 DAYS	
Goal: Select a validated screening tool to pilot test	
Tasks to achieve goal	Responsible Party
1. Review WSHA's screening toolkit and choose tool	<ul style="list-style-type: none"> • QI team members
2. Pilot test the screening tool, gather feedback, continue with tool or select different tool	<ul style="list-style-type: none"> • QI team members
NEXT 90 DAYS	
Goal: Finalize screening tool & design implementation plan	
Tasks to achieve goal	Responsible Party
1. Obtain approval to universally screen with selected tool	<ul style="list-style-type: none"> • Jane Doe
2. Design plan to train staff on tool, how to administer, who administers, etc.,	<ul style="list-style-type: none"> • John Doe, team members
3. Begin conversations with IT about integrating screening tool into EMR system	<ul style="list-style-type: none"> • Jane Doe