**Appendix A. Sample Action Planning Tool**

Action planning tools ask you to think about activities, responsibilities, deadlines, and statuses to fully meet deliverables of a project. This action planning tool may be a useful project management tool for CCOs to utilize to support successful implementation of the SDOH Screening and Referral Metric. The action plan is an optional tool and not required in the measure specifications to meet the Must Pass items for MY2023.

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| **Activity Item**  | **Person(s) Responsible** | **Due Date** | **Status** | **Notes** |
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