

Action Item Form 1. Essential Action Items from [Date] PQR - Unresolved

Status/Update Form

INSTRUCTIONS: The Region should obtain current status information for all Essential Action Items (previously referred to as “Category 1” Action Items) from the PQR conducted in the FY2012-2017 PQR cycle. Regions can use this form or another means of communication to facilitate this task and include the results in the PQR Report.

To use this form, identify the Category 1 Items listed in the PQR Report from the FY2012-2017 cycle and the related information from the most recent (Mid-Year or End-of-Year) Action Item Report. Any Essential/Category 1 Action Items from the FY2012-2017 Cycle that have not been resolved based on the Action Item Report should be placed in this form.

Using the most recent Action Item Report, the Region should complete the first two rows in the status/update form. The remaining information should be provided by the state. One form should be filled out for each unresolved Essential (formerly Category 1) Action Item from the last PQR. Information gathered should be used to populate Table 1 in Section V of the PQR Report.

Refer to the PQR SOPs, Part IV, section 2.2 for additional information on the Action Item Review portion of the PQR.

ID#	Action Item Title	Program Area	FY Goal for Completion
<i>[From Action Item Regional Reports]</i>	<i>[From Action Item Regional Reports]</i>	<i>[From Action Item Regional Reports]</i>	<i>[From Action Item Regional Reports]</i>
Historical Status Updates from Region			
<i>[Summarize from Action Item Regional Reports]</i>			
Current Status Update			
Next Steps			
Considerations and Restrictions			
Requested Action Item Adjustments			
<i>[Optional request to modify wording of action item]</i>			

Action Item Form 3. Recommended Action Items from PQR [Date]
Status/Update Form

INSTRUCTIONS: The Region should identify the Recommended Action Items identified in the PQR Report from the FY2012-2017 cycle, referred to as “Category 2” or “Category 3” items in the FY2012-2017 cycle of PQRs. The state should provide the Action Item Status. The completed form can be inserted into the Report Template as Table 2 in Section VI. Refer to the PQR SOPs, Part IV, section 2.2 for additional information on the Action Item Review portion of the PQR.

Program Area	Action Item Title	Status
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)
		(Choose an item.)