



## **Gap/Root Cause Analysis (RCA)**

Before completing this form, complete the Care Transitions Assessment. Identify one of the gap assessment items where the facility's response was either: (1) not implemented/no plan, (2) plan to implement/no start date set, or (3) plan to Implement/start date set. Use this gap/RCA form to get a better understanding of what factors are contributing to the gap and what steps can be taken for improvement.

Organization:	
Team Lead:	
Team Members:	
Assessment Item/Area of Focus: (refer to Care Transitions assessment)	

Component	Activities Completed	Key Findings
Data: What data specific to this gap area is available to help guide and measure this work?		
Supportive tools: • 7-Day Audit Chart Tool		
• 5 Whys		
<ul> <li>HSAG Data Report</li> </ul>		
Observational work: Evaluate the current processes related to patient transitions. Supportive tools: • 5 Whys		
Individual and group interviews: Understand the voices of your patients and staff. Supportive tools: • Readmission Interview Tool		





Component	Activities Completed	Key Findings
Financial review: Understand the financial impact of gap item.		

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