**Appendix 6: After Action Report / Improvement Plan Template**

* This template was created by All Clear Emergency Management Group, LLC in partnership with the Central Minnesota Healthcare Preparedness Coalition as part of an [Exercise Design Toolkit](Exercise%20Toolkit_C%20MN_1.4.19%20FINAL.docx). The rest of the toolkit includes additional exercise design information and instructions.
* The exercise outlined in this Exercise Toolkit was designed to meet the “community-based, full-scale exercise” as required by the Centers for Medicare and Medicaid ([CMS](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html)) as of the creation of this toolkit.
* Any items highlighted gray are areas that can be customized during the exercise design process or are examples that you can modify.
* Template Instructions are in blue boxes included throughout the document. Once the section is complete, delete the blue boxes for the final document.

|  |
| --- |
| **The AAR/IP:** the After Action Report/Improvement Plan is completed after the exercise and documents the strengths and areas for improvement noted during the exercise. This is the document that you will show the Surveyors. Remove this page and all blue boxes in the final version. |

[Exercise Name]

After-Action Report/Improvement Plan

[Date of Report]

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** | Title of Exercise |
| **Exercise Date** | Date |
| **Point of Contact** | Insert the name, title, agency, address, phone number, and email address of the primary exercise point(s) of contact. |

|  |
| --- |
| The information in the Exercise Overview is the same information as the Exercise Design Worksheet. Copy and paste here. Ensure that the correct verbiage is used to refer to the exercise in past tense. |

# Exercise Design

The sections below provide an overview of the exercise as designed by the exercise planning team.

## Exercise Narrative

[Exercise Narrative]

|  |
| --- |
| Describe in 2-4 sentences a summary of the exercise (goals and scenario), how the exercise was conducted, and the results of exercise play. Consider this a short introduction to the exercise for a reader/surveyor that did not participate. |

## Exercise Objectives

The following objectives were tested during the exercise.

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| --- |
| Exercise Objectives: |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| The information in the Exercise Overview is the same information as the Exercise Design Worksheet. Copy and paste here. No need to include tasks or evaluation criteria. |

## Exercise Scenario

This is the scenario used in the exercise:

|  |
| --- |
| Exercise Scenario: |
|  |

|  |
| --- |
| The information in the Exercise Overview is the same information as the Exercise Design Worksheet. Copy and paste here. |

## Exercise Scope

### Exercise Schedule

| Exercise Event: | Time / Location: |
| --- | --- |
| Exercise Date: |  |
| Exercise Time: |  |

|  |
| --- |
| The information in the Exercise Overview is the same information as the Exercise Design Worksheet. Copy and paste here. |

### Exercise Participants

The following organizations participated in the exercise.

|  |
| --- |
| Participating Agency / Organization |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| The information in the Exercise Overview is the same information as the Exercise Design Worksheet. Copy and paste here.  \*Note: Ensure there are “community partners” listed in this section to comply with the CMS requirements. |

# Exercise Outcomes

The following Strengths and Areas for Improvement and Improvement Plan were identified as a results of [exercise name] on [date].

## Strengths

The strengths identified in this exercise:

|  |
| --- |
| Exercise Strengths: |
|  |
|  |
|  |
|  |
|  |

## Areas for Improvement and Improvement Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Area for Improvement | Corrective Action(s) | Responsible Person | Due Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Exercise Outcomes**: The Exercise Outcomes is the section of the report that most Surveyors are interested in. This section outlines the results of the exercise (both Strengths and Areas for Improvement). The list of Strengths and Areas for Improvement come from Evaluator notes, hotwash notes, and from Participant Feedback Forms.  In each chart, list the Strengths and Areas for Improvement. Add more lines or delete lines as needed.  Completion of the Improvement Plan may require additional input. It is a good idea to meet again with the exercise planning team so they can approve the identified Strengths and Areas for Improvement as also help complete the Corrective Actions, Primary Person, and Due Date information. |