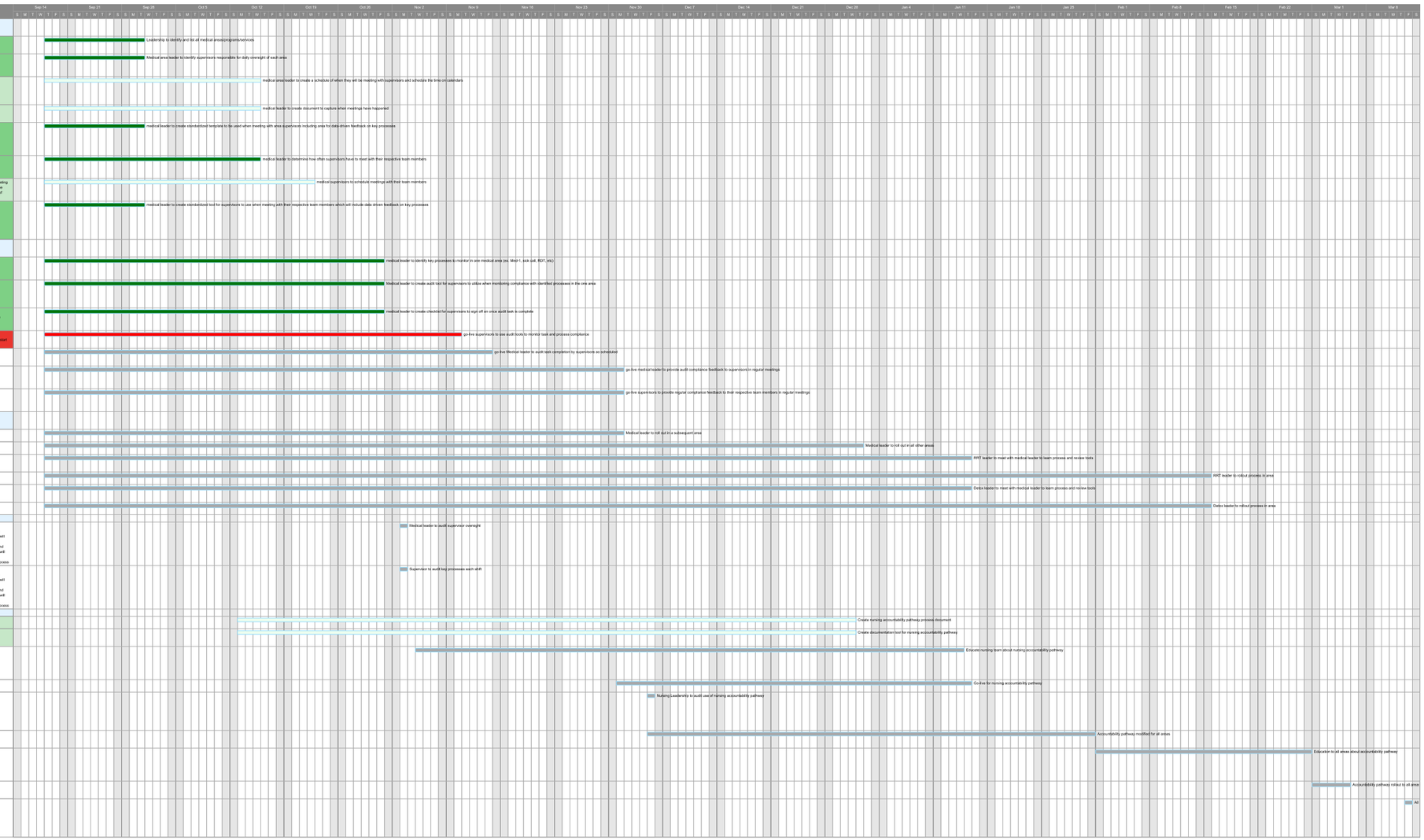
CAP 5 - Operational Supervision

	Task name	Responsible Party	Begin date	End date	Status	Data Definition	Data	Goal	Comments
1	Goal #1: Creation of Cascading leadership structure for medical area								
2	Leadership to identify and list all medical areas/programs/services	Adrienne Bachtel, Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	09/30/25	Complete	Complete/Incomplete	Complete	Complete	
3	Medical area leader to identify supervisors responsible for daily oversight of each area	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	09/30/25	Complete	Complete/Incomplete	Complete	Complete	
4	medical area leader to create a schedule of when they will be meeting with supervisors and schedule the time on calendars	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	10/15/25	In progress - on schedule	Complete/Incomplete	Incomplete	Complete	
5	medical leader to create document to capture when meetings have happened	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	10/15/25	In progress - on schedule	Complete/Incomplete	Incomplete	Complete	
6	medical leader to create standardized template to be used when meeting with area supervisors including area for data-driven feedback on key processes	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	09/30/25	Complete	Complete/Incomplete	Complete	Complete	
7	medical leader to determine how often supervisors have to meet with their respective team members	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	10/15/25	Complete	Complete/Incomplete	Incomplete	Complete	Monthly 1:1
8	medical supervisors to schedule meetings with their team members	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	10/22/25	In progress - on schedule	Complete/Incomplete	Incomplete	Complete	Supervisor meeting is scheduled the last Thursday of each month
9	medical leader to create standardized tool for supervisors to use when meeting with their respective team members which will include data driven feedback on key processes	Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	09/18/25	09/30/25	Complete	Complete/Incomplete	Complete	Complete	
10	Goal #2: Identification of key processes and creation of audit tools								
11	medical leader to identify key processes to monitor in one medical area (ex. Mon-1, sick call, RDT, etc)	Jaclyn Trujeque	09/18/25	10/31/25	Complete	complete/incomplete	incomplete	Complete	
12	Medical leader to create audit tool for supervisors to utilize when monitoring compliance with identified processes in the one area	Jaclyn Trujeque, Shanna Umuta	09/18/25	10/31/25	Complete	complete/incomplete	incomplete	Complete	
13	medical leader to create checklist for supervisors to sign off on once audit task is complete	Jaclyn Trujeque, Shanna Umuta	09/18/25	10/31/25	Complete	complete/incomplete	incomplete	Complete	DON will be verifying audits
14	go-live supervisors to use audit tools to monitor task and process compliance	Jaclyn Trujeque, Shanna Umuta	09/18/25	11/10/25	In progress - behind schedule	complete/incomplete	incomplete	Complete	Go live for supervisors to start is 11/17
15	go-live Medical leader to audit task completion by supervisors as scheduled	Jaclyn Trujeque	09/18/25	11/14/25	Not started	complete/incomplete	incomplete	Complete	
16	go-live medical leader to provide audit compliance feedback to supervisors in regular meetings	Jaclyn Trujeque	09/18/25	12/01/25	Not started	complete/incomplete	incomplete	Complete	
17	go-live supervisors to provide regular compliance feedback to their respective team members in regular meetings	Jaclyn Trujeque, Shanna Umuta	09/18/25	12/01/25	Not started	complete/incomplete	incomplete	Complete	
18	Goal #3: Rollout of operational supervision process to all areas								
19	Medical leader to roll out in a subsequent area	Jaclyn Trujeque	09/18/25	12/01/25	Not started	complete/incomplete	incomplete	copmplete	
20	Medical leader to roll out in all other areas	Jaclyn Trujeque	09/18/25	01/01/26	Not started	complete/incomplete	incomplete	copmplete	
21	RRT leader to meet with medical leader to learn process and review tools	Jaclyn Trujeque, Justin Irvin	09/18/25	01/15/26	Not started	complete/incomplete	incomplete	copmplete	
22	RRT leader to rollout process in area	Jaclyn Trujeque, Justin Irvin	09/18/25	02/15/26	Not started	complete/incomplete	incomplete	copmplete	
23	Detox leader to meet with medical leader to learn process and review tools	Jaclyn Trujeque, Valerie Apodaca	09/18/25	01/15/26	Not started	complete/incomplete	incomplete	copmplete	
24	Detox leader to rollout process in area	Jaclyn Trujeque, Valerie Apodaca	09/18/25	02/15/26	Not started	complete/incomplete	incomplete	copmplete	
25	Goal #4: Sustainment								
26	Medical leader to audit supervisor oversight	Adrienne Bachtel, Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	11/03/25	ongoing	Not started			95%	As the key processes are identified, this will be updated to reflect them, and data definition will be updated to capture key process
27	Supervisor to audit key processes each shift	Adrienne Bachtel, Jaclyn Trujeque, Justin Irvin, Valerie Apodaca	11/03/25	ongoing	Not started			95%	As the key processes are identified, this will be updated to reflect them, and data definition will be updated to capture key process
28	Goal 5: Accountability								
29	Create nursing accountability pathway process document	Adrienne Bachtel, Jaclyn Trujeque, Valerie Apodaca	10/13/25	12/31/25	In progress - on schedule	Complete/Incomplete	incomplete	Complete	
30	Create documentation tool for nursing accountability pathway	Adrienne Bachtel, Jaclyn Trujeque, Valerie Apodaca	10/13/25	12/31/25	In progress - on schedule	Complete/Incomplete	incomplete	Complete	
31	Educate nursing team about nursing accountability pathway	Jaclyn Trujeque, Shanna Umuta, Valerie Apodaca	11/05/25	01/14/26	Not started	Numerator: number of people educated on RN accountability pathway Denominator: total number of people needing education on RN accountability pathway		100% of people requiring education regarding RN the accountability pathway will receive education	
32	Go/live for nursing accountability pathway	Adrienne Bachtel, Jaclyn Trujeque, Valerie Apodaca	12/01/25	01/15/26	Not started	Complete/Incomplete	incomplete	Complete	
33	Nursing Leadership to audit use of nursing accountability pathway	Jaclyn Trujeque, Shanna Umuta, Valerie Apodaca	12/05/25	Ongoing	Not started	Numerator: number of people who were counseled according to accountability pathway Denominator: total number of people who did not meet metric goals and required counseling		90% of the people requiring counseling per the RN accountability pathway will be counseled	
34	Accountability pathway modified for all areas	Jaclyn Trujeque, Justin Irvin, Shanna Umuta, Tonya Olivar, Valerie Apodaca	12/05/25	01/31/26	Not started	Complete/Incomplete	incomplete	Complete	
35	Education to all areas about accountability pathway	Jaclyn Trujeque, Justin Irvin, Shanna Umuta, Tonya Olivar, Valerie Apodaca	02/01/26	02/28/26	Not started	Numerator: number of people educated on accountability pathway Denominator: total number of people needing education on accountability pathway		100% of people requiring education regarding the accountability pathway will receive education	
36	Accountability pathway rollout to all areas	Jaclyn Trujeque, Justin Irvin, Shanna Umuta, Tonya Olivar, Valerie Apodaca	03/01/26	03/05/26	Not started	Complete/Incomplete	incomplete	Complete	
37	All leaders to audit use of accountability pathway	Jaclyn Trujeque, Justin Irvin, Shanna Umuta, Tonya Olivar, Valerie Apodaca	03/13/26	ongoing	Not started	Numerator: number of people who were counseled according to accountability pathway Denominator: total number of people who did not meet metric goals and required counseling		90% of the people requiring counseling per the accountability pathway will be counseled