# Sample Meeting Agenda for Results-Based Accountability Meetings

**1. High-level review of data for each measure**

* Is the curve going in the right direction?
* If no, or if you want to dive deeper on any given measure, review the measure using the process in agenda item 2

**2. (If this is not the first meeting) Check-in on action steps from last meeting**

* Review status of each action item from prior meeting
* Troubleshoot any that were not able to be implemented

**3. Review of each measure where there is work to be done to “turn the curve”**

* What is the story behind the curve? What is the data telling you? Why do you think the data is what it is? This information can come from:
  + The people providing the services – what have they observed?
  + Patients/clients – what feedback have they provided, either formally or informally?
  + Observations of contributing external factors, barriers, or root causes (some of which you may have control over and some of which you don’t), such as policies, circumstances, or social determinants of health
* What is working? How do we expand on what’s working?
* What is not working? What do we need to do differently? Brainstorm possible actions. Examples:
  + Bring a new partner to the table?
  + Adjust a component of our intervention?
  + Shift our messaging?
  + Provide more staff training?
  + Other action?

**3. Make a plan of action**

* For each measure, what are action steps you are deciding to implement between now and the next data point, to try to improve the curve?
* Who is responsible for each action item?