

Scorecard Change Request Form

Please fill out the following details to request a change to your site's balanced scorecard. The change requested must represent the wishes from your whole site. Note: changes will not be reflected until the quarterly report you select below, so you can build in a lag time to make arrangement for quality improvement work at your site if you need to.

Contact & Site Information

Requestor Name:

Site:

Email Address:

Phone Number (optional):

Position/Role:

Local WG Rep:

Please include the following details:

Date Requested Change:

Change needed for which quarterly report:

FYE: 20_____/20_____

Quarter:

- | | |
|--|--|
| <input type="checkbox"/> Q1 (April 1 st – June 30 th) | <input type="checkbox"/> Q2 (July 1 st – September 30 th) |
| <input type="checkbox"/> Q3 (October 1 st – December 31 st) | <input type="checkbox"/> Q4 (January 1 st – March 31 st) |

Adding a New Scorecard Measure:

For adding a new measure, you have two options: selecting a pre-defined measure from the [H&K Measurement Framework](#) or designing your own. For both options, please indicate:

- Name of the measure and short description
- Quality dimension (Acceptability, Accessibility, Appropriateness, Effectiveness, Efficiency, Safety)
- Weighting: *Note: the sum of the weighting of all measures on the scorecard should equal 100. If you remove and/or add measures, you may need to adjust the weighting of the remaining measures. Please consider these adjustments and indicate in the changes.
- For manual measures: the performance range and baseline

Removing a Scorecard Measure:

- For removing a measure, please indicate the name of the measure and short description, and any weighting changes to remaining measures