**Long Stayer Action Form**

## Objective for this action

[Spell out the new action you’d like to test. Make it as small and specific as you can, so that you can take the action within one week. Are you trying to house a specific client? Or trying to beat a barrier that’s affecting multiple clients? Consider common barriers: low to no income, refusing services or lack of trust in the system, low functioning in the housing process, or lack of eligibility for programs.]

## Plan *Plan the test, including a plan for collecting data*

### QUESTIONS AND PREDICTIONS

* [What do you expect to happen when you take this action? What are you curious about?]
*
*

### WHO, WHAT, WHERE, WHEN

[Write your action plan—what you’re going to do. Keep it brief.]

### PLAN FOR COLLECTING OBSERVATIONS/DATA

[Decide what notes you will take. Is there anything you can count? Will the client make a decision or response that you can record? Write down whatever engagement or action you would qualify as success.]

## Do *Run the test on a small scale*

### DESCRIBE WHAT HAPPENED. WHAT OBSERVATIONS DID YOU MAKE?

[Record what happened so that your team can learn from this test.]

###

## Study *Analyze the results and compare them to your predictions*

### SUMMARIZE AND REFLECT ON WHAT YOU LEARNED

* [Record as many learnings as you can think of]
* [Be sure to note anything that surprised you]
* [Write down any insights you had about what action to try next]

###

## Act *Based on what you learned from the test, make a plan for your next step*

### DETERMINE WHAT RECOMMENDATIONS YOU SHOULD MAKE TO YOUR COALITION—SHOULD THEY ADAPT, ADOPT OR ABANDON THIS TEST YOU MADE?

[Recommend what your team should do with this learning. What should we learn for other clients or staff members?]