

Gap Analysis

Before you can choose how to implement this new initiative, you will need to identify what needs to be done to meet the goals. This is sometimes referred to as a gap analysis. This tool can help you identify the gap between your current state and the future state you want to reach. The instructions below should be used with the template that follows. An example using screening for depression and alcohol in primary care is provided after the template.

*For more info, see: <http://www.mindtools.com/pages/article/gap-analysis.htm>

1. Clearly Define Your Future State

What is the future state you are trying to reach? Try to be precise in the definition and phrase it in a way that is measurable. The future state should be broken down into smaller parts if needed, especially if there is a natural breakpoint in the objectives.

2. Understand and Document Your Current State

For each objective, determine what your current state is. Consider the following questions: Who has the knowledge or experience you need to get the objective done? Who do you need to speak with to better understand the current state? How are you going to collect the data needed to define the current state?

3. Identify How You will Bridge the Gap between Current State and Future State

Identify detailed actions that will help you to move from the current state to the future state. Make sure the actions are specific and people responsible are clearly identified. The action plan can act as the basis for a Gantt chart or detailed timeline.

Gap Analysis Worksheet

Date: _____

Title: _____

Future State	Current State	Actions



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Gap Analysis Example

Date: 08/10/15

Title: Depression Screening in Primary Care

Future State	Current State	Actions
1. Screen >90% of all new patients for depression using the PHQ-2	We currently screen approximately 30% of all new patients for depression using a medical history checklist, not the PHQ-2	<ol style="list-style-type: none"> 1. Build a protocol for administering the PHQ-2 to new patients. 2. Determine feasibility of including the PHQ-2 with New Patient mailer, medical history form 3. Determine feasibility of adding PHQ-2 to the Patient Health Portal 4. Identify protocol for scoring PHQ-2 and summarizing results for MD
2. Screen >90% of all Wellness Visits using the PHQ-2	We currently screen approximately 20% of all Wellness visits using a medical history checklist, not the PHQ-2	<ol style="list-style-type: none"> 1. See action items for #1. Tailor to Wellness Visits, such as determining the trigger for sending the PHQ-2 to the patient
3. Administer the rest of the PHQ (items 3 through 9) to all individuals who are positive on the PHQ-2	There is currently no process for re-assessing patients who are positive for depression.	<ol style="list-style-type: none"> 1. Build alert in EHR to cue medical assistant to administer the PHQ Items 3-9 for those who screen positive on PHQ-2. 2. Write protocol for how the PHQ-9 will be scored, interpreted, and entered into the EHR.