## Root Cause Analysis (RCA) Worksheet

	Problem statement:		
STEP 1: Define the problem.			
STEP 2: Collect data.	Relevant data used to define problem:	Summary of findings:	
	Discipline records		
	Academic scores		
	IEP placement data		
	Teacher interviews		
	Parent feedback		
	Observation notes		
	Attendance records		
	Other ————————————————————————————————————		
	Top three contributing problems		
STEP 3: Identify possible cause(s).	1.		
	2.		
	3.		



	What are the fundamental causes driving the problem? Focus on the systems, not people.			
STEP 4: Find the root cause(s).				
STEP 5: Develop a plan.	What steps will you take to address the root cause?			
	Action steps	People responsible	Timeline	
STEP 6: Evaluate the plan.	How will you know that progress is being made?			
	Indicators of success		Review dates	

This tip sheet series was developed by TRIAD consultants and is available at no cost through the Tennessee Department of Education, Tennessee Technical Assistance Network. <a href="mailto:Triad.vumc.org/schools">Triad.vumc.org/schools</a>.