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| **CSAP Performance Assessment Committee** **Lessons Learned Summary Form** | CSAP 2009.JPG |

Please summarize any ‘lessons learned’ (LLs) from your recently completed performance assessment or detailed screening. Annotations in ‘<< >>’ throughout the form are provided for your reference; please delete them from your completed form. Please complete all applicable sections of the form.

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| **CSAP PA or DS No.** |       |
| **Date:****(YYY-MM-DD)** | Click here to enter a date. |
| **Sufficient/****Deficient** | [ ]  Sufficient[ ]  Deficient<< If LL is from a Detailed Screening, do no complete this section as it is not applicable>> |
| **PA or DS** | [ ]  Performance Assessment[ ]  Detailed Screening |
| **Delegated Member or Detailed Screener:** |      << This information is for CSAP’s use only and will not be included in the LL database>> |
| **Category:** |  |
| **Other:** |       <<Fill in this row only if you do no select a category from the above drop down menu>> |
| **Subcategory:** |  << This section is optional>> |
| **Other:** |       <<Fill in this row only if you do no select a subcategory from the above drop down menu>> |
| **Issue Detail:** |      << This section should present sufficient detail of the issue so that it can be clearly understood, and learned from; if appropriate, please provide the main issue and list the supporting rationale in bullet form>> |
| **How was the issue resolved:** |      << This section should present sufficient detail as to how the issue was resolved so that it can be clearly understood, and learned from>> |
| **Summary:** |      << This section should present a concise summary of the issue and resolution and should be no more than 100 words>> |
| **Reference to CSAP Practice Guidance:** |      << If applicable, please reference CSAP Practice Guidance that pertains to the issue>> |
| **Reference to MoE Guidance or Legislation:** |      << If applicable, please reference BC MoE guidance or legislation that pertains to the issue>> |