**Regular monitoring with feedback of results to staff can maintain or improve adherence to hand hygiene practices. Use this tool to share adherence monitoring observations and results with your staff and facility leadership.**

**Instructions:**

1. Right click on the graph to be updated.
2. Click on “Edit Data.” The *Chart in Microsoft Word* window will open.
3. Fill out the number of correct practices observed (Column B) and the total number of observations (Column C) for each month.

The percent adherence column (Column D) will automatically calculate.

1. Close the *Chart in Microsoft Word* window.
2. Check your graph. The graph will populate with percent adherence.
3. Include a brief summary and action items as appropriate.
4. Share your adherence results with your staff and facility leadership.

**Summary:** *Insert brief summary here.*

**Action items:**

* *Insert action item 1*
* *Insert action item 2*
* *Insert action item 3*