

Instructions for Completing a Written Corrective Action Plan (CAP)

The CAP must be typed or printed and must be clear and legible.

FAX the CAP and all corrected items to CTA **AND put the Compliance Manager's name at top of page**

1. Type or Print the name of the CMA as listed on the CMA License
2. Type or Print the physical address of the CCFFH (street, city, state, zip)

3. Rule Number	4. Corrective Action Taken – How was each issue fixed for each violation?	5. Date each violation was fixed	6. Prevention Strategy – How are you going to prevent each violation from happening again in the future?
<p>For each rule violation, put the rule number that is listed on the corrective action report that was given to you by the CTA Compliance Manager</p>	<p>Explain how the violation was corrected. Be specific.</p> <p>Do not repeat the violation in this column.</p> <p>If the violation cannot be corrected, tell us WHY it cannot be corrected.</p> <p>List the details about how the item was corrected.</p> <p>The next column is where you put the date the violation was fixed.</p>	<p>The only thing that goes in this column is a date.</p> <p>Provide the date(s) the violation was corrected.</p> <p>OR</p> <p>Enter the date when it will be corrected.</p> <p>Each violation must have its own date showing when it was corrected.</p>	<p>A Prevention Strategy will tell us what you will do to ensure that this violation won't happen again. Not just for this instance or a particular caregiver or client.</p> <p>Ask yourself HOW can I make sure that this doesn't happen again?</p> <p>The following phrases are not preventive strategies and should not be used:</p> <p>"It will not happen again" and "I will ensure that it gets done" and "I now understand the rules"</p> <p>If you are cited for the same thing this year as you did last year then your prevention strategy did not work. So you will need to come up with a new prevention strategy.</p>

7. Check the box that says you are sending in all corrected items to CTA with the CAP form.
8. Sign and date the form

In order to be accepted, there can be no blanks and all parts of the form must be filled in according to these directions.

See Sample Corrective Action Report and Sample CAP for examples of how to respond and fill out the forms.