

Instructions for Completing a Written Plan of Correction (POC)

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

FAX the POC and all corrected items to CTA. Place the Compliance Manager's name at top of page.

1. Type or Print the name of the Adult Day Care Center (ADCC) as listed on certificate.
2. Type or Print the complete address of the ADCC (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 just the rule number that is listed on the deficiency 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, state 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 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 POC form.
8. The ADCC Administrator/Director must 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.

The POC form will be posted on the Department of Health's website along with the deficiency report.