

Guidance for Completion of Corrective Action Plans
Office of Special Education and Early Intervention Services

CAP Activity Name	Write a short phrase. Examples: Professional Development; Policy Development; Creation/revision of form/procedure; Implementation of new practice
Describe CAP activity in as much detail as possible	Each activity has its own page. Activities should be tied directly to the identified root causes of the noncompliance.
Dates and deadlines	As much as possible, front-load the activities at the beginning of the correction cycle. Examples of dates are: By _____ (date) Between _____ and _____ (dates) On _____ (date) No later than _____ (date)
Names and titles	Wherever possible, be specific with names and titles. If the name of the person is not known, indicate the role/function/title at minimum.
Relationship between tasks, activities, and evidence of correction	Include detail on how and why this activity will lead to correction of noncompliance. Examples: Professional Development -Not all staff are aware of nuances of Child Find requirements, especially extensions Form Revision - New form will prompt discussion and documentation of requirements
Products and deliverables	Documentation that activity actually occurred. Examples: Professional development sign-in sheet Professional development evaluation forms Meeting minutes/agendas New Board policy Revised form/procedural guide
Explanation of what will be done to evaluate whether the tasks and activities achieved the desired outcomes	Indicate how you can assess the effectiveness of this activity. Examples: A record review of _____ files each quarter will assess implementation of new form Staff interviews will be conducted on or by (date) to verify understanding of new policies New data from (source/date) will document compliance level.