

Home and Community-Based Services Lead Agency Review Corrective Action Plan Template Instructions

What are the Corrective Action Plan requirements?

- Once you have received the final Lead Agency Review report for your county, you have 10 days to submit a Corrective Action Plan (CAP) to DHS.
- Your CAP must address each of the corrective actions identified in the report, including your plan to address that particular issue (Lead agency response).
 - Optional: you may choose to respond to the recommendations outlined in the report template.
- Once you've finalized your CAP, please submit it to the [Lead Agency Review team via email](#).
- The Lead Agency Review team will review your CAP for completeness. The final version will be posted to the [DHS website](#).
- Questions or concerns can be sent to the [Lead Agency Review team](#). You can also visit our [project website](#) to find shared resources, best practices, and recent findings.

How to use the Corrective Action Plan template

1. Enter your lead agency's name in the "Lead Agency" field.
2. Enter your name in the "Name & Title of Lead Agency Staff" field.
3. Enter the date submitted in the "Date" field.
4. Copy and paste your lead agency's corrective actions from the final report into Table 1.
5. Enter your responses into Table 1.
6. OPTIONAL: repeat steps 2 and 3 for the recommendations.
7. OPTIONAL: enter in additional comments in the space provided.