

Site Survey Corrective Action Plan (CAP) Worksheet

Site Surveyors provide the CAP Worksheet to members when they identify a noncompliance. Members should complete all elements to prevent future recurrence of related issues.

- A. Define the noncompliance
- B. Assess the root cause of each instance of noncompliance and describe your findings
- C. Establish a CAP to address each identified root cause
- D. Describe how and when you will implement each CAP
- E. Describe any education/communication that will be needed to implement the CAP and provide evidence of that education/communication, if available (i.e. sign-in sheets, email distribution lists, online training attendees)
- F. Describe your plan for monitoring the effectiveness of your CAP, including the frequency of your monitoring, the target compliance threshold you plan to meet, and who is designated to perform the monitoring
- G. Provide any updated policies, procedures, forms, templates
- H. Identify an owner for each CAP
- I. (Optional) Provide evidence of compliance with the CAP (i.e. medical record documentation; internal self-assessment/monitoring documentation)

If you are unable to complete any items on this worksheet or if a section is not applicable, you may provide a detailed explanation instead. Prior to submission, please confirm that you have implemented your CAPs.