

## Welfare and Institutions Code section 209 (d) – Corrective Action Plan Approval Process

Exit Briefing – Day 0	Days 1-59	Day 60 (or when approved CAP is submitted)	Days 60-89	Day 90 (or when corrective action is verified)
<ul style="list-style-type: none"> <li>• Last day of on-site inspection.</li> <li>• Field Representative (FR) issues Initial Inspection (IIR) report.</li> <li>• Notice of all items of noncompliance.</li> <li>• 60-day clock begins.</li> </ul>	<ul style="list-style-type: none"> <li>• FR provides technical assistance.</li> <li>• FR requests draft Corrective Action Plan (CAP) for review and preliminary approval or denial between days 1-30.</li> <li>• Agency can submit CAP at any time for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• CAP must be submitted and approved by FSO Deputy Director.</li> <li>• <b>If CAP is approved:</b> FR provides notice of CAP approval and reasonable timeframe for correction of items of noncompliance, not to exceed 90 days.</li> <li>• <b>If a CAP is denied or is not submitted within 60 days of issuance of the IIR:</b> the agency shall be provided a notice of determination of suitability and instructed to appear before the BSCC Board at the next scheduled board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• FR provides technical assistance, including on-site inspection to verify corrective action.</li> <li>• FR will verify corrective action, either through policy review, documentation review, or through on-site inspection as soon as items are corrected, but no later than 89 days from submittal of approved CAP.</li> </ul>	<p>If corrective action is verified:</p> <ul style="list-style-type: none"> <li>• Agency will be notified that corrective action has been taken and the noncompliance has been closed out.</li> </ul> <p>If corrective action is not verified by day 90:</p> <ul style="list-style-type: none"> <li>• The agency shall be provided a notice of determination of suitability and directed to appear before the BSCC Board at the next scheduled board meeting.</li> </ul>
<p>The agency's CAP must clearly outline the action that will be taken, within a reasonable timeframe not to exceed 90 days following approval, to resolve the item(s) of noncompliance.</p> <ul style="list-style-type: none"> <li>• Examples of corrective actions include: <ul style="list-style-type: none"> <li>○ Updating policies and procedures</li> <li>○ Staff training</li> <li>○ Self-audit</li> <li>○ Construction, repair, or remodel</li> <li>○ Recruit or reassign staff</li> </ul> </li> </ul> <p>A CAP shall be denied for the following reasons:</p> <ul style="list-style-type: none"> <li>• The corrective action does not describe how the item(s) of noncompliance will be resolved</li> <li>• The corrective action proposed will not be completed within a reasonable timeframe not to exceed 90 days</li> </ul>				