

# 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. Assess the root cause of each instance of noncompliance and describe your findings
- B. Establish a CAP to address each identified root cause. If applicable, include a brief analysis of your previous CAP to address areas of continued noncompliance.
- C. Describe how the CAP has been implemented, including a brief description of any education/communication provided to staff.
- D. Describe your plan for monitoring the effectiveness of your CAP, including the frequency of your monitoring, the target compliance threshold, who is performing the monitoring, and when you will re-evaluate the CAP's effectiveness
- E. Provide any updated policies, procedures, forms, templates
- F. Identify an owner for each CAP
- G. (Optional) Provide evidence of compliance with the CAP (i.e. medical record documentation;)