

## **Appendix E**

### ***CAP Tracking Log***

# Corrective Action Plan (CAP) Tracking Log

\_\_\_\_\_ (YEAR)

## Pre On-Site Monitoring Activity Checklist

<b>Region</b>	<b>Notification of Monitoring Visit</b> (Certified letter, protocol, and self assessment requirements) 3 months prior to review date	<b>Confirmation of Onsite Visit and Development of Schedule</b> (Finalized no later than 1 month prior to visit)	<b>Shadowing by Next Region</b> (Next Region to be monitored notified of opportunity to shadow) 4-8 weeks prior to visit	<b>Contractors Notified of Visit</b> (Contractor notified of dates, locations, and number of contractors requested) 4-8 weeks prior to visit	<b>Electronic File Review</b> (2-4 weeks in advance)

# Corrective Action Plan (CAP) Tracking Log

\_\_\_\_\_ (YEAR)

## On-Site Monitoring Dates

Region	On-Site Monitoring Visit (Verification and Follow-up to electronic and program file review) EIEP Staff WDE Staff Contractors	Comments

## Corrective Action Plan (CAP) Tracking Log

\_\_\_\_\_ (YEAR)

### Post On-Site Monitoring Checklist

Region	Contractors' Reports Received (No later than 2 weeks following the visit)	Monitoring Report Completed (Date written report is given to manager for review and signatures)	Monitoring Report Sent to Region (Sent Certified mail no more than 30 days from the completion of the on-site visit)	Corrective Action Plan Received from Region (To be submitted within 30 days of receiving the report)	Corrective Action Plan Approved by State (EIEP review plan, suggest revision if necessary, sign and return copy to region within 2 weeks)	Corrective Action Plan Progress Review (EIEP review data, discuss progress with program, make suggestions for adapting CAP or other suggestions)	Corrective Action Plan Complete (Documentation requested from region no later than 1 year from completion of on-site visit.) See Tracking Plan

