

Wyoming Department of Health

Aging Division - Healthcare Licensing and Surveys

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Guidelines for an Acceptable Plan of Correction

The report of the deficiencies, as a result of a final construction inspection, may request an acceptable plan of correction. Healthcare Licensing and Surveys is to review and approve your plan of correction.

In meeting the licensure rules and regulations, the plan of correction shall be a written document and shall provide, but not be limited to, the following information:

- Project number and name of the facility.
- Who is responsible for the correction.
- What was done to correct the problem.
- Who will monitor to ensure that the situation does not develop again.
- An appropriate date, not to exceed sixty (60) days after the last day of survey (final construction inspection), for correction of deficiencies

Important note: The plan of correction is a legal document. Therefore, it is unacceptable for the facility to name specific individuals or specific companies in the plan of correction. Only the individual's title or the company type shall be used in the plan of correction. Additionally, the plan of correction must be provided on the facilities letterhead, and must signed by the administrator or their designee.

Sample Acceptable Plan of Correction:

(Name of Healthcare Facility) will retain a plumbing contractor to install the required temperature and pressure relief valve on the water heater. The correction will be completed by (MM/DD/YYYY). (Name of Healthcare Facility) maintenance personnel will monitor the T&P relief valve to ensure it remains in place and is properly maintained.