NYS Office for People with Developmental Disabilities

Corrective Action Plan (CAP) Submission Form Continuation Page

Form OPWDD 161a
(12/3/2014)

Master Incident Number:		JC Case Serial Number: (55#)	
VPCR Incident Serial Number: (101- or 301-)		Date Prepared by Agency:	

List All Corrective Actions Recommended This must include the Agency, OPWDD, and Justice Center Recommendations		Agency Response		Date Implemented
Documentation of implementation of each Corrective Action must be attached to this form when submitted to OPWDD and corresponding attachments must be labeled (example: CA-1, CA-2).				
		CA-		
		CA-		
		CA-		
		CA-		

Clear Form

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Areas of Concern Definitions

Area of Concern	Definition
Program/Services/Treatment	Action(s) recommended to establish additional services or treatment and/or to improve services to meet an individual receiving services needs/wishes Action(s) recommended to meet standards set by treatment/service plan, regulations and/or facility policies.
Policies/Procedures	Action(s) recommended to implement or improve policy/procedure in order to meet regulatory requirements.
Incident Management	Actions recommended to improve the agency/ies incident management practices. This may include internal and/or external reporting, investigation procedures or reports and/or incident review activities.
Safety/Basic Needs/Individual Rights	Action(s) recommended to make corrections to meet basic needs such as clothing, food, shelter, protection of individuals rights guaranteed by law/regulation.
Physical Plant/Environmental	Correction of identified physical plant/environmental issue(s) for improvement of sanitation and/or safety issues including (but not limited to) fire safety risks recommended.
Personnel/Training	Action(s) recommended to implement or improve administrative oversight of staff supervision, staffing patterns, and/or staff training to meet regulatory requirements and facility policies, and Awareness Training Feedback Process (state operations only.
Documentation	Action(s) recommended to address missing or incomplete documentation.
Other	To be selected for issues of concern which are not included in other categories.

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