



OEC Home Visiting System Corrective Action Plan Worksheet

Intervention Action Plans are utilized when significant areas of contractual noncompliance are found and require immediate attention
(Corrective Action Plans may result in contract amendments or non-renewal/extension)

Program Name: _____

After review of the following information:

____ Focused monitoring ____ Improvement Plan ____ Determination ____ Data System

The Connecticut Home Visiting System has determined that this program is in need of targeted corrective action to address the following issue(s).

____ Programmatic/statistical quarterly report submission

____ Basic service reporting

____ Outcome/data entry and verifications

____ Fiscal reporting

____ Other (Explain): _____

Intervention Baseline: State specific contractual requirement(s) that the HV contractor is not in compliance with

(To be filled out by the OEC staff)

Intervention Action: *(To be filled out by the HV contractor)*

Goal Statement: What are you trying to accomplish? *(To be filled out by the HV contractor)*

Clearly describe the desired outcome in a measureable and time-specific manner

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Fill in each column, using as many rows as applicable *(To be filled out by the HV contractor)*

What actions or changes will occur?	Who will carry out these actions?	What resources are needed to carry out these actions?	By when will the actions/changes take place, and for how long?	How and when will progress be measured?

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The area below to be filled out of the OEC staff

Corrective Action Plan Progress Tracker

Original Date <i>Intervention action plan was discussed with site:</i>	Intervention Baseline: State specific contractual requirement(s) that the HV contractor is not in compliance with	Intervention Action(s)	Projected Follow up date with site	Follow Up: HV contractor steps taken to rectify the corrective action	Further action needed YES/NO	Notes:



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Notes: