

EXAMPLE
METHODS TO SECURE CORRECTIVE ACTION

(Please describe what action you will take)

- 1) **Sponsors with On-Site Monitors** – If problems are observed at the site, the problems and the needed corrective actions are discussed with the responsible site personnel immediately. A follow-up inspection is made within two days to ensure that corrective action was taken. If significant problems continue, a change will be made in the site personnel responsible for that aspect of program operation. The site would be closed if continued operation might endanger the health of the children.

- 2) **Sponsors with Off-Site Monitors** – If problems are observed at the site, the problems and needed corrective actions are discussed with the responsible site personnel immediately. Additional contact with site personnel will be made within five days to confirm that corrective action has been taken and that problems have been resolved. If the situation warrants, a follow-up visit will be made within seven days to ensure that corrective measures have been implemented. If significant problems continue, a change will be made in the site personnel responsible for that aspect of program operation. A site would be closed if corrective actions were not initiated and the violation endangered the health of the children or results in an ongoing significant program deficiency.

- 3) **Large Multi-Site Sponsors** – If problems are observed at the site, the problems and needed corrective actions are discussed with the responsible site personnel immediately. Documentation, describing the problem and needed corrective action, is to be maintained by the sponsor with a copy provided to the site supervisor. Additional contact with site personnel will be made within five days to confirm that corrective action has been taken and that problems have been resolved. If the situation warrants, a follow-up visit will be made within seven days to ensure that corrective measures have been implemented. If significant problems continue, a change will be made in the site personnel responsible for that aspect of program operation. A site would be closed if corrective actions were not initiated and the violation endangers the health of the children or results in an ongoing significant program deficiency.

A GOOD CORRECTIVE ACTION PLAN INCLUDES:

- Method to quickly inform site personnel of the problem and needed corrective action.
- Time frames for:
 - Correcting Problems
 - Confirming that corrective action was taken.
 - Conducting follow-up visits

- Criteria for closing sites.