

**SITE VISIT CORRECTIVE ACTION PLAN (CAP) PROCESS
FY15**

Following a site visit each provider shall be “scored” utilizing the CAP Rubric. Each provider is required to obtain a specific score to “pass” the site visit process. If the “score” is not obtained, the provider will be placed on a CAP.

CAP 1 - If following an annual site visit a provider does not obtain the specific “score”, that provider will be placed on a CAP for **3 months**.

During the 3 months of the CAP period, the provider will be expected to correct the specific areas of non-compliance. The submission of documentation may be required and/or a follow up site visit will be conducted to determine compliance.

CAP 2 – Following a CAP 1, if providers have not made corrections to become compliant during the 3 month CAP period, AND/OR compliance is not achieved during the next annual site visit following a CAP 1. The CAP 2 period is for **6 months**.

During the 6 months of the CAP period, **admissions will be suspended for 30 days**. The provider will be expected to correct the specific areas of non-compliance. The submission of documentation may be required and/or a follow up site visit will be conducted to determine compliance.

CAP 3 - Following a CAP 2, if providers have not made corrections to become compliant during the 6 month CAP period, AND/OR compliance is not achieved during the next annual site visit following a CAP 2 period. The CAP 3 period is for **1 year**.

During the 1 year period of the CAP period, **admissions will be suspended for 60 days**. The provider will be expected to correct the specific areas of non-compliance. The submission of documentation may be required and/or a follow up site visit will be conducted to determine compliance.

CAP 4 - Following a CAP 3, if providers have not made corrections to become compliant during the 1 year CAP period, AND/OR compliance is not achieved during the next annual site visit following a CAP 3. A CAP 4 results in **contract termination**.

MANDATORY CORRECTIVE ACTION PLAN (MCAP) PROCESS

Non-compliance in specific areas concerned with the safety and security of youth result in MCAP.

Mandatory CAP 1 - If following an annual site visit a provider “scores” in one of the Mandatory CAP items that provider will be placed on a Mandatory CAP for **6 months**.

During the 6 month period of the Mandatory CAP, the provider will be expected to correct the specific areas of non-compliance. The submission of documentation may be required and/or a follow up site visit will be conducted to determine compliance.

Mandatory CAP 2 – Following a Mandatory CAP 1, if providers have not made corrections to become compliant during the 6 month Mandatory CAP period, AND/OR compliance is not achieved during the next annual site visit following a Mandatory CAP 1. The Mandatory CAP 2 period is for **1 year**.

During the 1 year of the Mandatory CAP period, the provider will be expected to correct the specific areas of non-compliance. The submission of documentation may be required and/or a follow up site visit will be conducted to determine compliance.

Mandatory CAP 3 - Following a Mandatory CAP 2, if providers have not made corrections to become compliant during the 1 year Mandatory CAP period, AND/OR compliance is not achieved during the next annual site visit following a Mandatory CAP 2. The Mandatory CAP 3 results in **contract termination**.