

CORRECTIVE ACTION PLAN

State: _____	Federal Fiscal Years: _____ <i>(ex. FY 2015 – FY 2016)</i>	MEASURE/PROGRAM AREA: <hr/> <i>(Use descriptors contained in Appendix III of the SQSP Handbook)</i>
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Current Performance Level: _____ <i>(as of 3/31 or most recent performance)</i>	Projected Performance Levels: <table style="width:100%; text-align: center;"> <tr> <td>_____ <i>(12/31/___)</i></td> <td>_____ <i>(3/31/___)</i></td> <td>_____ <i>(6/30/___)</i></td> <td>_____ <i>(9/31/___)</i></td> <td>_____ <i>(12/31/___)</i></td> <td>_____ <i>(3/31/___)</i></td> <td>_____ <i>(6/30/___)</i></td> <td>_____ <i>(9/30/___)</i></td> </tr> </table>	_____ <i>(12/31/___)</i>	_____ <i>(3/31/___)</i>	_____ <i>(6/30/___)</i>	_____ <i>(9/31/___)</i>	_____ <i>(12/31/___)</i>	_____ <i>(3/31/___)</i>	_____ <i>(6/30/___)</i>	_____ <i>(9/30/___)</i>
_____ <i>(12/31/___)</i>	_____ <i>(3/31/___)</i>	_____ <i>(6/30/___)</i>	_____ <i>(9/31/___)</i>	_____ <i>(12/31/___)</i>	_____ <i>(3/31/___)</i>	_____ <i>(6/30/___)</i>	_____ <i>(9/30/___)</i>		

SUMMARY:

The Summary must provide:

- A. The reason(s) for the deficiency;
- B. A description of the actions/activities which will be undertaken to improve performance and;
- C. If a plan was in place the previous fiscal year, an explanation of why the actions contained in that plan were not successful in improving performance, and an explanation of why the actions now specified will be more successful; and
- D. A brief description of plans for monitoring and assessing accomplishment of planned actions and for controlling quality after achieving performance goals.

If the desired improvement will not be accomplished by the end of the current fiscal years (the two consecutive fiscal years for which the plan is in effect), also indicate the major actions remaining to be taken in subsequent fiscal years, and a projection as to when the performance goal will be achieved.

MILESTONES: (Number sequentially)	Completion Date*							
	<i>12/31</i>	<i>03/31</i>	<i>06/30</i>	<i>09/30</i>	<i>12/31</i>	<i>03/31</i>	<i>06/30</i>	<i>09/30</i>
<p>Milestones should be established for each core element of the state’s corrective action plan and be of sufficient number and frequency to facilitate state and regional plan oversight and assessment during the fiscal year(s). It is anticipated that one or more milestones for each quarter would permit such progress tracking and assessment during the fiscal year(s) through state and regional follow-up schedules.</p> <p>States also may wish to identify performance milestones that reflect the performance level they anticipate will result from completion of planned activities.</p> <p>{ } If continued, check box</p>								

* States should use a √ to indicate the quarter the milestone is expected to be completed.