

Corrective Action Plan Rubric

An approvable corrective action plan describes the steps needed to result in compliance with specific indicators. It also identifies school district personnel responsible for implementing the plan as well as personnel who have a role in reaching and maintaining compliance. Each Plan for Correction should be compared to the rubric.

If the response to each of the following questions is “yes”, then the Plan for Correction is approvable. If not, please revise or request assistance prior to submitting in IMACS.

1. Actions address the identified noncompliance for the indicator.	Yes / No
2. Actions include one or more of the following: a) Review/revision of policies and practices b) Review/revision of forms and templates c) Training conducted by a qualified trainer	Yes / No
3. When training is included, it is provided to appropriate school district personnel.	Yes / No / NA
4. Fidelity checks are included to ensure implementation of changes/training.	Yes / No
5. Actions are scheduled and completed in a timely manner (generally within 90 days of the date of notification of noncompliance) so that compliant documentation is produced early in the school year and may be provided for review to clear the CAP.	Yes / No
6. If implemented, is it reasonable to expect that this plan will result in correction of the identified noncompliance?	Yes / No

Supervisors: If the response to each question is “yes” approve the CAP for the indicator. If any response is “no” return the indicator and contact the school district to discuss revisions.