TCM/1915(i) Corrective Action Plan (CAP) Flow Chart

CSA/LBHA
 schedules site
 monitoring visit with CCO.

2. CSA/LBHA may request that information to complete Sections 1-3 of the Statewide Monitoring Tool be sent for review and/or completed by the CCO ahead of the site visit.

3. CSA/LBHA completes the chart review including charts of 20% of new youth enrolled during review period (or minimum 10 charts) and at least 5% of discharged charts (or minimum 1 discharged chart).

7. The CSA/LBHA has

4. CSA/LBHA
computes compliance
for each monitored
item using the
compliance
percentage equation:
(# Charts in <
Compliance / Total #
of Charts Reviewed)
x 100 to determine if a
CAP will be required
for any items

8a. If CAP is rejected:

CSA/LBHA sends a letter to CCO indicating which portions of the CAP are not being accepted (return to step 6).

14 calendar days from the date on the CAP to accept or reject it.

6. The CCO shall submit the CAP to the CSA/LBHA within 14 calendar days from the date of the letter.

8b. If CAP is accepted: CSA/LBHA will notify the CCO. CSA/LBHA will send a copy of the accepted CAP to BHA.

9. Within the timeframe remaining in the Provisional Certificate of Approval, the CSA/LBHA will complete a follow up site visit to ensure that CAP is being implemented.

10a. CAP is being implemented satisfactorily:

Within 14 calendar days of visit CSA/LBHA sends letter to CCO with follow up findings. BHA will issue a Certificate of Approval with a 1-year duration from the date of completion of the follow up site visit.

10b. CAP is not being implemented satisfactorily:

Within 14 calendar days of visit CSA/LBHA sends letter to CCO with follow up findings. BHA will issue a second Provisional Certificate of Approval with a 90-day duration from the date of completion of the follow up site visit.

11. Within the timeframe remaining in the second Provisional Certificate of Approval, of the CSA/LBHA will complete another follow up site visit to ensure that CAP is being implemented.

5a. If no CAP is required:
Within 14 calendar days of
completion of site visit the
CSA/LBHA sends a letter of
findings to CCO detailing site
visit outcome. BHA will issue
Certificate of Approval to CCO
with a 1-year duration from the
date of completion of the site
visit once letter is received.

5b. If a CAP is required:

Within 14 calendar days of completion of site visit the CSA/LBHA sends a letter of findings to CCO outlining items not meeting 75% compliance from Section 5 and/or 95% compliance from Section 6, thus requiring a CAP. BHA will issue a Provisional Certificate of Approval with a 90-day duration from the date of completion of the site visit.

12a. CAP is now being implemented satisfactorily:

Within 14 calendar days of visit CSA/LBHA sends letter to CCO with follow up findings. BHA will issue a Certificate of Approval with the remainder of the 1-year duration from the date of the initial site visit.

12b. CAP is still not being implemented satisfactorily:

Within 14 calendar days of visit CSA/LBHA sends letter to CCO with follow up findings. BHA will not issue a Certificate of Approval and consultation with BHA will be required to determine next steps and develop an Administrative Follow Up Plan.