Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agreement #: \_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **#** | **Criteria for an Acceptable CAD** | **Yes** | **No** |
| 1. | Does the CAD provide a detailed explanation of what actions and series of steps (procedures) agency staff will take to correct the program violation(s)/serious deficiency(ies)? |  |  |
| 2. | Is the CAD specific, actionable and measurable? |  |  |
| 3. | Does the CAD have language that addresses the root cause of the issue? |  |  |
| 4. | Does the CAD describe how my agency will implement the actions and series of steps for correcting the program violation(s)/serious deficiency(ies)? |  |  |
| 5. | Does the CAD include a detailed process to correct the program violation(s)/serious deficiency(ies) and explain how the process will be followed consistently to prevent future operational weaknesses? |  |  |
| 6. | Does the CAD identify a single person/position who is responsible for making sure corrective action is taken? |  |  |
| 7. | Does the CAD identify the person and their position who is responsible for verifying that the CAD is effective? |  |  |
| 8. | Does the CAD identify when the procedures for addressing the program violation(s)/serious deficiency(ies) will begin and how often the procedure will be done (timeframes)? |  |  |
| 9. | Does the CAD explain where the related documentation will be retained and for how long? Is it in a safe and secure place? |  |  |
| 10. | Was a process for how staff and facilities will be informed of the new procedures outlined in the CAD? |  |  |
| 11. | If training is a component of our institution’s CAD, is there sufficient detail present to indicate (a) when and how often the training will be offered, (b) who will conduct the training, (c) who will participate in the training, and (d) what topics will be covered during the training session? |  |  |
| 12. | Did the institution’s authorized representative sign and date the CAD? |  |  |
| 13. | Is supporting documentation provided to demonstrate the program violation(s)/serious deficiency(ies) have been corrected? |  |  |