# Action Plan (AP) Directives

Steps in constructing an AP for approval:

* Review the Policy or Procedure that resulted in each violation.
* Contact your Monitor for any additional clarification or guidance in preparing the AP.
* When writing the AP, list the changes that you will implement in your service provision and in your business practices to address each violation.
* As appropriate, word the action(s) to be taken in sequential steps, including measurable and observable goals.
* Specify the date the new policies and procedures will be implemented.

**Submit the following by email by the due date:**

* Name of Provider/Agency
* Date of Review
* AP Due Date

Answer #1-5 for each violation identified on your report as requiring a AP:

1. List the violation and the specific policy and/or procedures that led to the finding.
2. List the activities, as directed above, that will be or have been implemented to work toward future compliance, who, what and when/timelines.
3. What type of documentation will serve to support the activities or plans put in place.
4. List barriers that may impact the implementation of the current plan.
5. If the area of non-compliance has occurred in a previous review, please explain the barrier(s) to implementing the previous AP.

Do not include:

* Child identifying information.
* Personal opinion or negative information as the solution.