

**Please include the following in your Plan of Correction**

The Plan of Correction needs to address the following in the spreadsheet:

- Explain who fixed the item (if it was someone on your staff, use their title and if it was a company, use the company name). Also include a specific date certain.
- Explain how the deficiency will be corrected (including materials used and dates). Explain in detail how the item will be corrected.
- What measures will be put into place or what systemic changes you will make to ensure that the deficient practice does not recur. Specifically, state what is the facility going to do to keep this item from being cited in the future.
- How the corrective action(s) will be monitored to ensure the deficient practice will not recur, i.e., what quality assurance program will be put into place? (Example: The QA team will monitor this item monthly (can also be quarterly or yearly) to assure compliance.
- Please submit a written credible allegation of compliance. We may then accept the written allegation of compliance and presume compliance until substantiated by a revisit.

**An example of how to complete the plan of correction is on the spreadsheet**

**NOTES:**

- **Please include signature, title, and date at the bottom of the 1<sup>st</sup> page of the statement of deficiencies when returned with your plan of correction.**
- **Please include the name of the fire caulk used to seal openings.**
- **Holes and penetrations over ½ inch in size cannot be sealed with fire rated caulk.**
- **If a time extension is requested, a CMS Life Safety Code Waiver must be submitted for approval. These waiver request forms are included in the email and posted on the State Fire Marshal website**
- **To speed up the plan of correction process, please enclose the above information in the plan of correction. The plan of correction will not be approved until this information is obtained.**

**If you have any questions about plan of correction submittal, please contact SAC Kyle Gorsh at (515) 725-6161.**

**Revision Date: 5/5/19**