



Corrective Action Plan Tracker

Because a corrective action that isn't tracked to completion is a finding waiting to be repeated.

A CareCompli resource for skilled nursing and assisted living facilities

Why this tracker exists

Most facilities can show that problems were found. Far fewer can show they were fixed: the plan written, the owner named, the deadline met, the fix verified, and the proof filed. Reviewers know this, which is why the follow-up to every finding is: show me the corrective action and its completion evidence. This tracker defines what a complete record contains.

The tracker fields

CAP # and source	What generated it: audit finding, complaint, survey deficiency, self-identified.
Finding summary	What was wrong.
Root cause	Why it was wrong. A plan addressing symptoms is a repeat finding scheduled for later.
Corrective actions	The specific steps, each with its own owner and due date.
Responsible owner	One name, not a department.
Due date / revised date	With the reason for any revision.
Status	On track, due soon, overdue, completed, verified.
Completion evidence	What proves it was done: retraining records, revised policy, audit re-check.
Verification	Who confirmed the fix worked, and when.
Effectiveness check	A scheduled re-review date to confirm the fix held.

Field guide: The difference between completed and verified is the difference reviewers are trained to probe. A plan marked done with no evidence attached is treated as not done.

State note: Where a corrective action responds to a state survey deficiency, your state's plan-of-correction format, submission window, and acceptable-evidence standards control. This tracker is your internal discipline; it does not replace the state's required format.

How CareCompli answers this

The portal treats a corrective action as a living obligation, not a row in a spreadsheet.

What this document asks of you	In the CareCompli portal
One owner, one deadline per action	Corrective action plans are created with named owners and due dates; subtasks are generated and assigned individually.
Status that is actually current	Automatic reminders before due dates and escalation when overdue, from the system and from us.
Completion evidence	Evidence attaches to the plan itself; closure requires it.
Verification and effectiveness	Verification steps and re-review dates are tracked like any other deadline, so fixes get confirmed, not assumed.

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