The Corrective Action Response (CAR) is an opportunity for departments to demonstrate necessary steps have been implemented to correct the non-compliant Findings (deficiency) found as a result of the Compliance Review.

For each non-compliant Finding, refer to the Corrective Action section of that Finding in the review report. Copies of relevant documentation demonstrating that the Corrective Action has been or is in the process of being corrected must be included with the CAR. Examples include, but are not limited to, updated internal policies or procedures (should be included for most findings), a training log for mandated training, and/or any new or updated forms, plans, or documents that have been implemented.

|  |  |
| --- | --- |
| **CORRECTIVE ACTION RESPONSE** | |
|  |  |
| DEPARTMENT: | BRANCH/DIVISION/PROGRAM: |
| CONTACT PERSON (NAME AND TITLE): | CORRECTIVE ACTION RESPONSE DATE: |

| **FINDING (DEFICIENCY) BY NUMBER** | **ACTION ITEM(S) ALREADY OR TO BE COMPLETED** | **TIMEFRAME(S)** | **POLICY/PROCEDURE** |
| --- | --- | --- | --- |
| Finding as stated in the report, by number | Description of 1) completed or planned corrective action(s) and 2) of supporting documentation | Actual or Estimated Completion Date | Is a copy of the updated Policy or Procedure Included? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |