

TEMPLATE FOR AEFLA CORRECTIVE ACTION PLAN

STATE: _____ DATE OF VISIT: _____ RECEIVED REPORT: _____

Project Leads:

Description of Required Action Number and Tasks	Strategy to Meet Required Action	Evidence of Action Completed	Projected Date for Completion	Assigned Staff, if Appropriate	Status of Action Completed/Pending

Tips for Preparing the Corrective Action Plan

Received Report:

Indicate the date the State agency received an electronic copy of the monitoring report from OCTAE.

Project Leads:

Identify the individual responsible for managing the overall development and implementation of corrective action plan (CAP) for the State agency and ensuring that satisfactory documentation of the actions completed under the CAP are provided to OCTAE. Generally, this is the State director of adult education.

Description of Required Action Number and Tasks:

Summarize or state **all** the required actions identified in OCTAE's monitoring report.

Strategy to Meet Required Action:

Provide at least one strategy to accomplish each required action. States may need multiple strategies or an overarching long-term strategy to accomplish complex required actions. Consider the following:

- What is the overall objective of the action?
- Does the action require policy change or changes to program guidelines? If so, at what level—e.g., State regulation, program policy directives or memoranda?
- Do state or fiscal resources need to be reclassified or reallocated?
- Who must be involved in meeting the objective? Authorities outside the immediate adult education office?
- Can only a single strategy accomplish the objective, or are interim, short-term strategies needed to incrementally accomplish the overall required action?

Evidence of Action Completed:

Identify the specific documentation the State agency will provide to verify completion of the strategy/task(s) associated with each required action. Examples may include, but are not limited to:

- Training sign-in sheets, agendas, copies of workshop handouts and other training materials
- State policy memoranda and distribution lists
- Screen captures and reports generated from MIS modifications
- Sample State agency time-and-efforts sheets showing charges to multiple accounts (e.g., AEFLA administration vs. State leadership funds)
- Revised monitoring protocols for desk and/or on-site review of local programs and samples of implementation of revised protocols

Projected Date for Completion:

Indicate the date by which the strategy/task will be completed and related evidence/documentation will be submitted to OCTAE.

Assigned Staff, if Appropriate:

Identify the individual responsible for managing implementation of the strategy/task and compiling the evidence/documentation of completion for transmittal to OCTAE.

Status of Action—Completed/Pending:

The OCTAE Area Coordinator will notify the project lead of OCTAE acceptance of the State agency's CAP. The project lead is responsible for ensuring the completeness and quality of evidence submitted to fulfill each required action by the projected date of completion in the CAP. If the State agency cannot meet a projected completion date, the project lead must provide a satisfactory justification and mutually agreeable extension date in this column. The OCTAE Area Coordinator will monitor for satisfactory completion of all required actions before closing the CAP in writing.