

Office of Medicaid Services (OMS) Corrective Action Plan (CAP) Checklist

Please review the following to ensure the CAP is completed appropriately before submitting the CAP.

- Was a corrective action plan for each discrepancy entered?
- Does the CAP include all required components? The components of the CAP are:
 - problem to be addressed,
 - solution for improvement,
 - specific procedure to address the problem and
 - team & individual responsibilities assigned for the CAP implementation and monitoring.

Note: If the submitted CAP is missing any component(s), the CAP will be returned to the district.

- Was the date of implementation for each corrective action plan entered and saved?
- Were entries reviewed and edited, if needed?
- Was proof of implementation uploaded (documentation of policy/procedure changes or action taken to support the corrective action plan), if applicable?
- Was documentation uploaded successfully? A confirmation message stating “Document uploaded successfully” will populate at the bottom of the screen upon successful submission.
- Were corrective actions entered and saved for recommendations included in the report (if applicable)? A response to the recommendations is not required; however, encouraged by the OMS.
- Were comments entered? Comments are not required; however, encouraged by the OMS.
- If a comment was entered, a confirmation message stating “Successfully added a new comment to the CAP” will populate at the bottom of the screen upon successful submission.
- Was a final review of entries completed, making edits, if needed?
- Was the “print preview” button used to review the CAP before submitting? Districts are encouraged to print and review the CAP before submitting for accuracy.

Was the checkbox for submission confirmation selected?

Was the “Submit CAP” button clicked to complete submission?

Did the system display a CAP submission confirmation on the top of the screen? A confirmation message in a green box including the dated submitted will populate at the top of the screen upon successful submission.

Tips:

- If any tab in the CAP gives you the option to click “save”, please click save prior to clicking next.
- Review each entry as completed and edit if needed.
- Verify all proof of implementation documents by clicking on the Document Upload tab.
- Please refer to the training that the OMS has available titled Corrective Action Plan (CAP) Overview 2025-2026 posted on the OMS [webpage](#) for reference.
- Complete a final review of all information entered into the CAP for accuracy prior to clicking the submit button.