CORRECTIVE ACTION PLAN

1. Enter the facility name as it appears on the license.
2. Enter the license number.
3. Click in the blue box and a drop-down arrow will become viewable to the right. Click the arrow to view the calendar. Enter the date at the bottom of the notice of survey finding by clicking the drop-down calendar.
4. Enter the regulation number identified on the left side of the Notice of Survey Findings.

5. How will noncompliance be corrected and when will correction be completed.
6. Add a digital signature or type your name. Please NOTE: the submission of this form does not imply corrections have been verified.
7. Click in the blue box and a drop-down arrow will become viewable to the right. Click the arrow to view the calendar and to select the date the corrective action plan is being submitted to KDHE.
8. Email to kdhe.cclcap@ks.gov or
9. Mail to KDHE, CSOB, Child Care Licensing, 1000 SW Jackson, Suite 200, Topeka, KS 66612