July 14, 2014

Q: What is the difference between a “Report of Correction” and a “Plan of Correction”?

A: A facility has 10 days after receipt of a Notice of Violation to prepare and submit a Plan of Correction. Each plan of correction shall be based on an assessment by the facility of the conditions or occurrences that are the basis of the violation and an evaluation of the practices, policies and procedures that have caused or contributed to the conditions or occurrences. Evidence of such assessment and evaluation shall be maintained by the facility. Each plan of correction shall include:

1) A description of the specific corrective action the facility is taking, or plans to take, to abate, eliminate or correct the violation cited in the notice.

2) A description of the steps that will be taken to avoid future occurrences of the same and similar violations.

3) A specific date by which the corrective action will be completed.

Submission of a plan of correction shall not be considered an admission by the facility that the violation has occurred.

In lieu of submission of a plan of correction, a facility may submit a Report of Correction if the corrective action has been completed. The report of correction must be submitted within the 10 day time period after receiving the Notice of Violation similar to the submission of a Plan of Correction. Each Report of Correction shall be based on an assessment by the facility of the conditions or occurrences that are the basis of the violation and an evaluation of the practices, policies and procedures that have caused or contributed to the conditions or occurrences. Evidence of such assessment and evaluation shall be maintained by the facility. Each report of correction shall include:

1) A description of the specific corrective action the facility has taken to abate, eliminate or correct the violation cited in the notice.

2) A description of the steps that have been taken to avoid future occurrences of the same and similar violations.

3) The specific date on which the corrective action was completed.

4) A signed statement by the administrator of the facility that the Report of Correction is true and accurate, which shall be considered an oath for the purposes of any legal proceedings.

Submission of a Report of Correction shall not be considered an admission by the facility that the violation has occurred.