

Administrative Entity (AE) Training on Creating and Using Corrective Action Plans (CAPs)

ODP Announcement 24-101

AUDIENCE:

Administrative Entities (AE)

PURPOSE:

The purpose of this announcement is to inform AEs that live, virtual training on developing and using CAPs will be held in November 2024. Sessions will be held in Zoom.

DISCUSSION:

In September 2024, the Department of Human Services, Office of Developmental Programs (Department) released a recorded training for AEs on developing and using CAPs. Additional information about this training is available in [ODP Announcement 24-089](#).

The Department is offering two live, virtual interactive trainings on CAP use and development, to AEs who have successfully completed the recorded training. The live sessions focus on creating and refining Statements of Findings (SoF) and CAPs with an emphasis on clarity and specificity. Using scenarios based on real-life events, attendees will receive practical guidance on developing effective SoF and CAPs, engage in breakout discussions to apply these concepts, and participate in an open discussion for further insights and real-world examples.

TRAINING DETAILS

- Access to this training is restricted to users with AE account profiles who have completed the prerequisite training [Creating and Using Corrective Action Plans - Recorded Training](#) and completed the Training Confirmation available on MyODP.
- There is a high demand for this training and space is limited. Training content is the same for both sessions. AEs are asked to attend one session only and send no more than 2 people to the session.
- Registration will be available in the [Creating and Using Corrective Action Plans](#) course on MyODP on **October 21, 2024**.
 - **Session 1** is on November 18, 2024, from 2:00 – 3:30 PM.
 - **Session 2** is on November 22, 2024, from 10:00 – 11:30 PM.

CONTACT:

Questions about this announcement may be directed to the appropriate ODP Regional Office.