

**Email Subject Line: QA&I C2Y3 Approved Remediation and Corrective Action/Plan to Prevent Recurrence – Insert Entity Name**

Thank you for your cooperation and participation in the Office of Developmental Programs (ODP) Quality Assessment and Improvement (QA&I) Cycle 2, Year 3 Review Process. The QA&I Process is one of the tools that ODP uses to evaluate the current system of supports and identify ways to improve it for all individuals.

The final QA&I spreadsheet is attached, and all remediation is approved. **[DELETE THIS SENTENCE IF THERE WAS NO CAP or DCAP and ADJUST THE SUBJECT LINE]** The approved Corrective Action Plan (CAP) or Directed Corrective Action Plan (DCAP) is attached as well.

Please maintain all documents that support the timely implementation and completion of your QA&I activities as a reference.

If you have any questions or need assistance, please contact me.