OCLQS Portal – Corrective Action Plan Response

Description:

This Job Aid describes the process of submitting a Corrective Action Plan (CAP) Response in the OCLQS Portal.

Alternate Flow A of the Job Aid describes the process of resubmitting a CAP Response that has been Returned for Revision.

Related Job Aid(s):
- OCLQS Portal – Account Management

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**Step 1: Select the Program**

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card

*Note: The program card will display "ACTION(S) REQUIRED" in red for programs that require actions such as an outstanding Corrective Action Plan (CAP) Response.*
Step 2: Find Corrective Action Plan(s)

Click the number in the **Corrective Action Plan(s)** column for the inspections with CAP(s).

Step 3: Click on the Finding

Click on the name in the **Finding** column.
Step 4: Enter CAP Information

1) Enter answers to questions
2) Check the **Electronic Signature** box if you agree to the statement
3) Enter your full name
Step 5: Attach Document

To attach a document, click **Attach Document**

Note: A document can be attached for any CAP, but attaching a document is not required for all CAPs. The **Document Required** field indicates if a document is required for the CAP.

Proceed to Step 9 if no document is being attached to the **Corrective Action Plan Response**.
Step 6: Add New Attachment

Click **Add New Attachment**

![Add New Attachment Step](image)

Step 7: Choose the Document

1) Select the document to attach

2) Click **Open**

*Note: The view of this step will vary depending on the internet browser you are using.*

![Choose Document Step](image)
Step 8: Save the Document

Click *Save*
Step 9: Submit Your Response

Click **Submit Your Response**

![Submit Your Response](image-url)
Step 10: Return to the Dashboard

Click *Dashboard* link

![Dashboard Link](image)

Step 11: View Program Card

View the program card to see if additional actions are required

*Note: If the CAP Response and other required actions for a program are complete, then the program card will NOT display “ACTION(S) REQUIRED” in red for the program.*

![Program Card](image)

The process of submitting a Corrective Action Plan (CAP) Response is complete. To submit additional CAP Responses return to Step 1.
Alternate Flow A: CAP Response Returned for Revision

Description:
This alternate flow of the Job Aid describes the process of resubmitting a CAP Response that has been Returned for Revision.

Step A-1: Select the Program

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card

*Note: The program card will display "ACTION(S) REQUIRED" in red for programs that require actions such as a Corrective Action Plan (CAP) Response that has been Returned for Revision.*
Step A-2: Find Corrective Action Plan(s)

Click the number in the **Corrective Action Plan(s)** column for the inspections with a CAP Response Returned for Revision.

![Diagram](image)

Click the number

Step A-3: Click on the Finding

Click on the name in the **Finding** column with **Returned for Revision** in the **Status** column

![Diagram](image)

Click the name
Step A-4: Click on the Finding

View comment entered when the CAP was Returned for Revision and the Rule information.

Corrective Action Plan Response

To continue the process submitting a CAP Response return to Step 4 of the main flow of this Job Aid.