

(Insert date)

(Insert director's name & agency address)

RE: 5-8-06 confirmed finding of 3-22-06 intake alleging neglect of (Person's Name).

Dear (Director's name),

Please provide a corrective action plan in response to the 5-8-06 confirmed finding of the 3-22-06 intake alleging neglect of (Person's Name), who allegedly slipped out of a chair and broke his arm. He was not taken to the emergency room the evening of the accident.

In the corrective action response, please address the following three items:

1. What has been done to restore the victim?
2. What has been done to prevent this from happening again to the victim?
3. What has been done to prevent this from happening to anyone else served by (Agency name)?

Please identify the staff who are responsible for developing the plan, implementing the plan, and monitoring its effectiveness.

Thank you in advance. If you have any questions, please feel free to contact me.

Sincerely,

(Your Name), Quality Assurance

cc:

(Regional HCP Administrator)