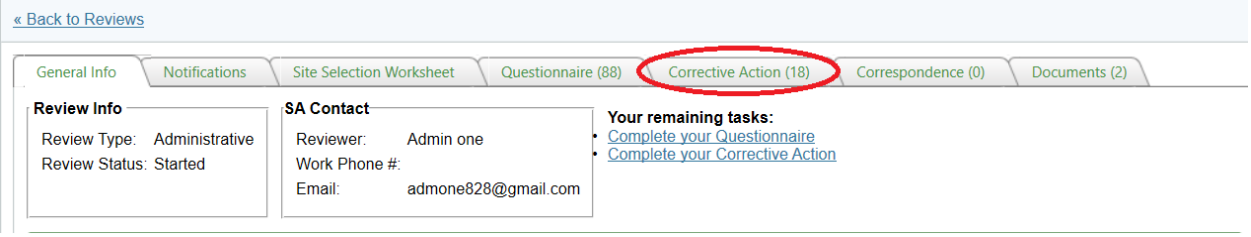
Submitting Corrective Action in SNACS

The **Corrective Action** tab is where the SFA can access any corrective action related to the review and submit a CAP (Corrective Action Plan). Corrective Action (CA) can be viewed by the SFA user as soon as the reviewer adds CA to SNACS. To review and submit CA select the Corrective Action tab.



After selecting the **Corrective Action** tab all CA that has been entered into SNACS will be displayed.

	Section	Site	Question #	Due Date	Current Status	Modified By	Modified On
>	Certification and Benefit Issuance (124 - 142)		126		CAP Submitted	Admin one	01/15/2019 02:17 PM
>	Certification and Benefit Issuance (124 - 142)		128		Flagged	Admin one	01/14/2019 03:13 PM
>	Certification and Benefit Issuance (124 - 142)		134		Flagged	Admin one	01/14/2019 03:46 PM
>	Certification and Benefit Issuance (124 - 142)		141		Flagged	Admin one	01/14/2019 03:35 PM

Note: Each corrective action entry must be opened and responded to separately. To view CA select the **>** located next on the left hand side of the corrective action screen.

The **Section** column displays which area of the review the CA is related to.

The **Site** column displays the name of the site the CA is related to. When the Site is blank for a CA entry it mean the CA is SFA wide.

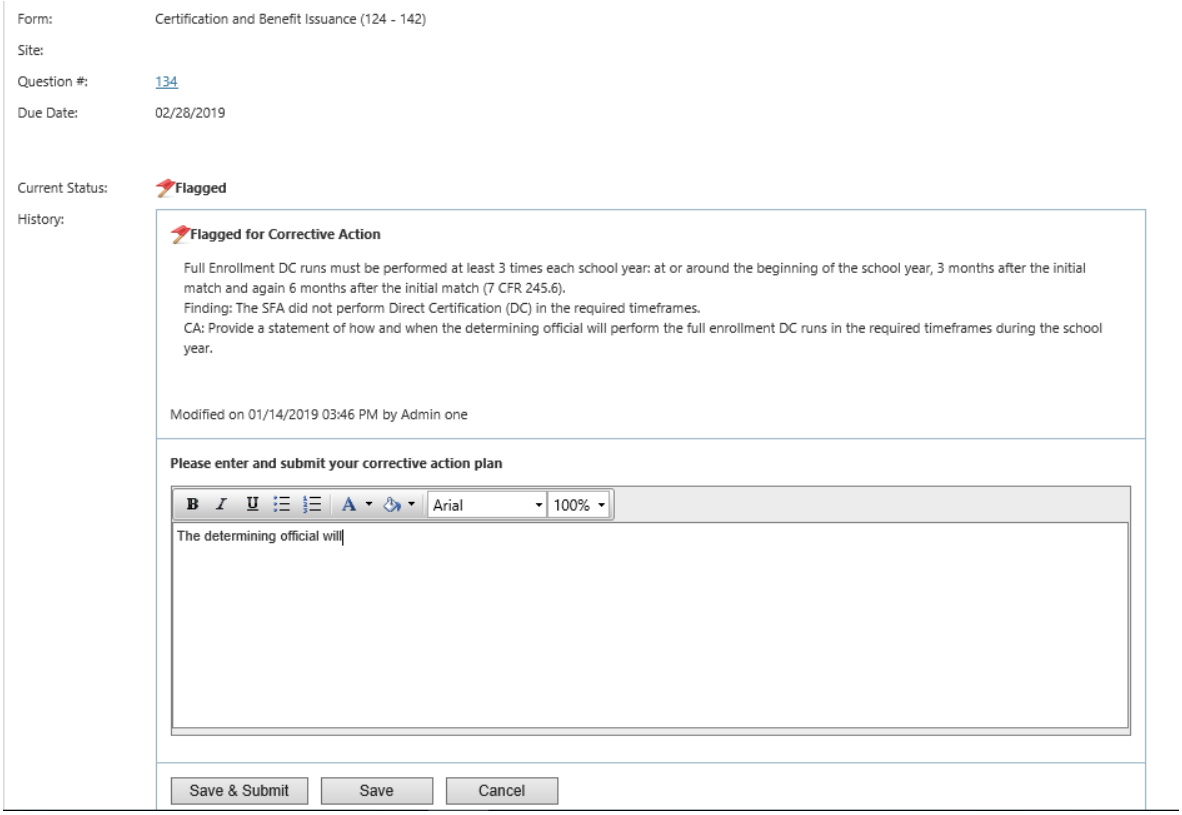
The **Question Number** column displays the question in the review form that the CA is tied to.

The **Due Date** column may have a date for which the CA is due, if this is blank the review team will share the CA due with the SFA at the time that the AR report is issued.

The **Current Status** column displays where in the process the corrective action currently is:

- **Flagged** means that corrective action has been assigned.
- **CAP Submitted** means that the corrective action plan was submitted by the SFA.
- **CAP Accepted** means that DPI has accepted the corrective action plan submitted by the SFA.
- **CAP Rejected** means that the corrective action plan was not accepted and additional information or a different response is requested by DPI.

After selecting the **>** next to the corrective action the SFA user will be able to review the finding and requested CA and submit a response. The user can **Save** the response and submit at a later date or choose to **Save & Submit** when responding.



The Finding and requested CA can be reviewed under the **History** section of the selected CA.

The Corrective Action Plan is entered by the SFA in the text box located below the "**Please enter and submit your corrective action plan"** statement.

Select the **Save & Submit** button to submit the CAP to the review team.

Select the **Save** button to save the CAP to submit later. If using this selection the user can go back at a later time to submit the CAP. This option is helpful when the SFA may want to come back at a later time to finish the CAP.

Select the **Cancel** button to delete the CAP response.

Note: Any documentation related to a corrective action plan must be uploaded under the **Documents** tab. If uploading documentation, it is still necessary to submit a response to each corrective action in the Corrective Action tab. It is helpful if the response provides the name of the document/s that will be uploaded, for example "*Requested crediting documentation uploaded as document titled 'CA – crediting documentation.'*"

Instructions on how to upload a document can be found on the SNACS Webpage.