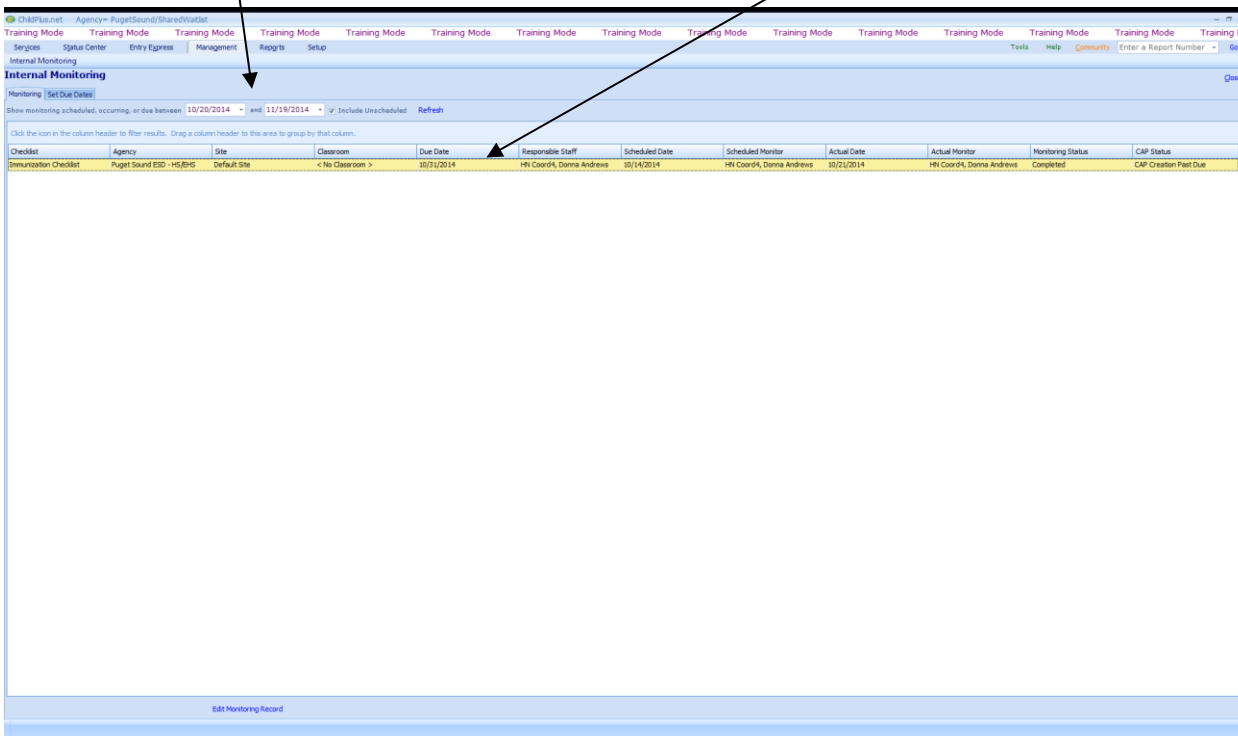


Reviewing Monitoring Results and Entering Corrective Action Plan in ChildPlus

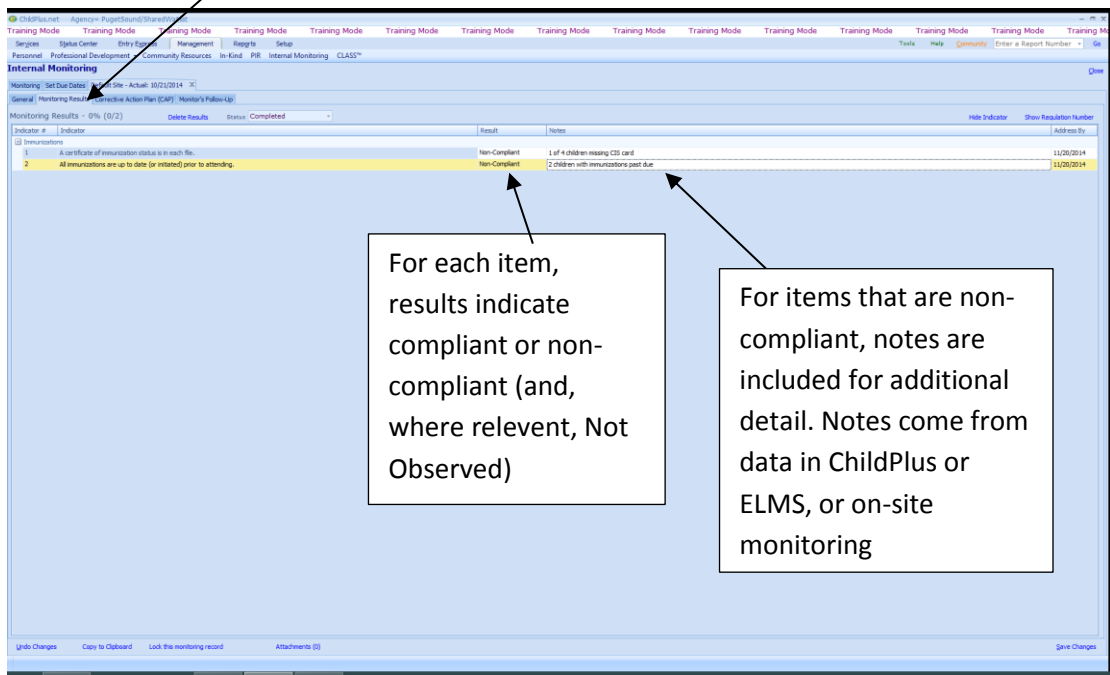
1) Click on **Management**



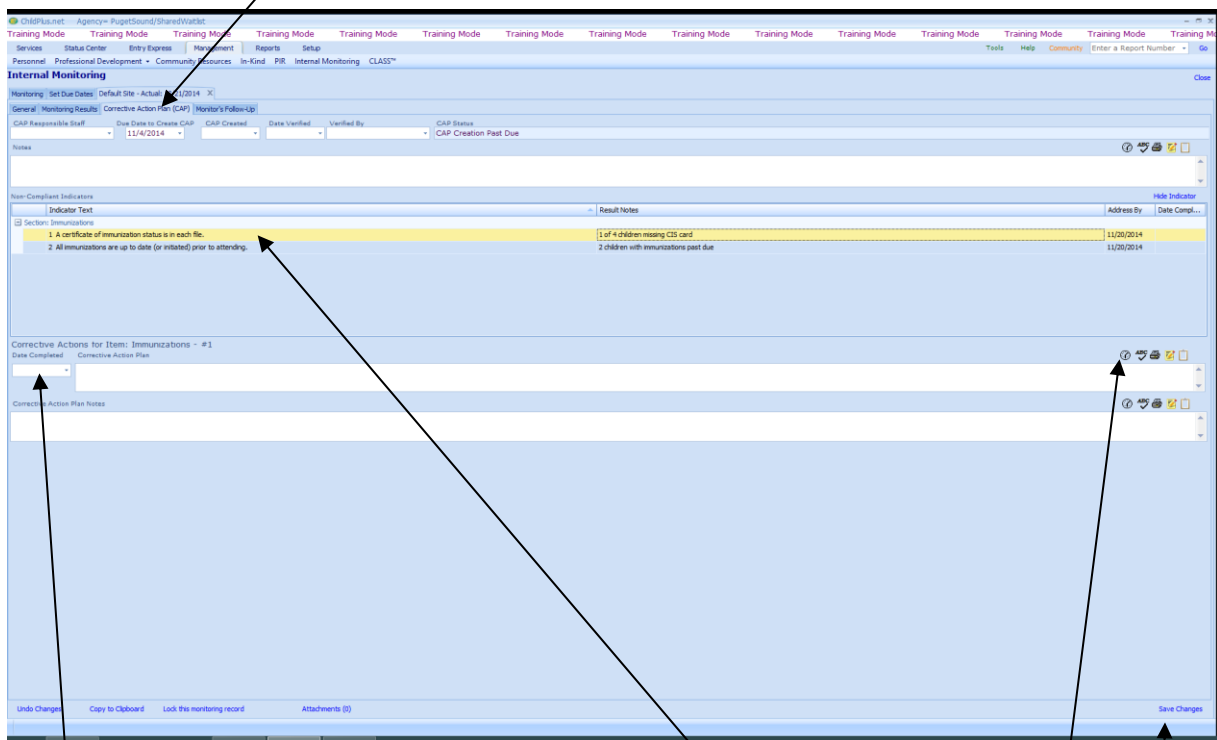
2) Enter the date range for the monitoring you want to see then double-click on **Monitoring Checklist** you want to view



3) Click on **Monitoring Results** to see overall results for the Checklist you selected.



4) Click on **Corrective Action Plan (CAP)** tab to view Noncompliant items and enter CAP



5) For Corrective Actions:

Complete a CAP for EACH noncompliant item. Highlight one item at a time and:

a) Enter the Date CAP is Completed

b) Enter the CAP in the Corrective Action Plan field.

(Remember to click on the 🗓️ here to insert the date of the comment and your username.)

Do not enter anything in "Corrective Action Plan" notes.

6) Click "Save Changes"