Please include the following in your Plan of Correction

The Plan of Correction needs to address the following:

- How and when the deficiency will be corrected (including materials used and dates). Explain in detail how the item will be corrected. Explain who fixed the item (if it was someone on your staff, use their title and if it was a company, use the company name). Also include a specific date certain.

- What measures will be put into place or what systemic changes you will make to ensure that the deficient practice does not recur. Specifically, state what is the facility going to do to keep this item from being cited in the future.

- How the corrective action(s) will be monitored to ensure the deficient practice will not recur, i.e., what quality assurance program will be put into place? (Example: The QA team will monitor this item monthly (can also be quarterly or yearly) to assure compliance.

- Please submit a written credible allegation of compliance. We may then accept the written allegation of compliance and presume compliance until substantiated by a revisit. Evidence of correction submitted with a POC may be accepted in lieu of an on-site revisit:

  - Examples include:
    - Bids
    - Purchase orders
    - Specification sheets regarding fire properties
    - Pictures
    - Drawings, code footprints
    - Review/revision/development of policies/procedures
    - Provision and use of new equipment
    - Documentation forms
    - Training outlines and staff sign-in sheets to assure ongoing compliance
    - Changes in staff assignments
    - Plan reviews
    - Receipts/invoices
    - Inspection and testing results

EACH TAG SHOULD LOOK AS FOLLOWS:

(EXAMPLE)  K12

1. Accept this as the facilities credible allegation of compliance.
2. The ¼ inch penetration around the sprinkler head will be sealed with ABC123 brand fire caulking which carries a 1 hour rating. This will be applied by facility maintenance. This item will be corrected by 4-30-11.
3. The facility maintenance will conduct quarterly walk throughs of the facility to assure there are no penetrations found in the future.
4. The QA Team will monitor this item quarterly.

NOTES:
- Please include the name of the fire caulking used to seal openings.
- Holes and penetrations over ½ inch in size cannot be sealed with fire rated caulking.
- If a time extension is requested, a CMS Life Safety Code Waiver must be submitted for approval. These waiver request forms are posted on the State Fire Marshal website.
- To speed up the plan of correction process, please enclose the above information in the plan of correction. The plan of correction will not be approved until this information is obtained.
- Please include signature, title, and date at the bottom of the 1st page of the statement of deficiencies when returned with your plan of correction.

If you have any questions about plan of correction submittal, please contact Fire Inspector Dan Wood at (515) 725-6161.

Additional information
Dan Wood provided this additional information in an e-mail to IHCA ICAL on May 14, 2012:

We are having severe budget issues and now are not able to do revisits. We plan on requiring a little more documentation for POCs. Some examples are below:

- **Bids** - Get bids on anything you have to purchase especially items you must waiver
- **Purchase orders** - Send in purchase orders on any items you have to buy, such as a trash can used for smoking materials or a breaker lock
- **Specification sheets regarding fire properties** - Fire caulking, fire retardant spray, interior finish items
- **Pictures** - Take picture of whatever you can especially items you have fire caulked around. Also things you have replaced, cleaned, and repaired. Include doors in the open and closed position. Again take picture of everything you can!
- **Drawings** - Code footprints
- **Review/revision/development of policies/procedures** - Actually send in the revised documents
- **Provision and use of new equipment**
o Documentation forms - Fire drills completed but not able to be found at the time of the inspection. Any other paperwork that would help the POC.

o Training outlines and staff sign-in sheets to assure ongoing compliance

o Changes in staff assignments

o Plan reviews

o Receipts/invoices - Please send in any receipts and invoices for anything purchased

o Inspection and testing results - Please send in any documentation you were cited for including: fire alarm, sprinkler, hood and duct, generator, emergency light, and sensitivity testing. This would be for even if it was done but not available for viewing at the time of the inspection as well as testing that was not completed.

As always this is just a guide. The POCs can be mailed, emailed, or faxed. Please include all the additional documentation. Remember there are four parts to a POC:

1. Who fixed it and how was it fixed?
2. When will it be fixed by? (date)
3. What measures were put in place so the item doesn’t happen again?
4. How often will the quality assurance (QA) team be reviewing this item? Quarterly, weekly, monthly, yearly? “Ongoing” is not an acceptable answer.

The State Fire Marshal’s Office will begin this starting June 1, 2012. We ask you that anything inspected after June 1, 2012, and from that point forward be submitted this way. Anything inspected before June 1, 2012, will have a revisit and can be submitted the old way. Keep in mind we will still do some revisits if we think it is warranted.