

THE TOP SEVEN EASILY-AVOIDABLE REASONS WHY CAPS AREN'T APPROVED

1. The coordinator doesn't insert the reviewer's findings (Section B) exactly as written in the Certification Tool:
 - a. The statement about what should be included in the CAP is missing.
 - b. Other statements are missing.
 - c. The reviewer's statements are paraphrased, rather than written out in their entirety.
2. There isn't a CAP page for every Not Met indicator.
3. The CAP is submitted in PDF.
4. Each CAP page is submitted separately, instead of being combined in a single document.
5. The ongoing compliance statement:
 - a. Is missing.
 - b. States that chart reviews will be conducted but doesn't say how often, or is inadequate in other ways.
6. The coordinator pastes a statement from one indicator to another, but doesn't change it to make it applicable to the current indicator.
7. The coordinator's statements are unclear.



- Don't make these same avoidable mistakes! Save yourself the aggravation of having to re-submit!
- Read all of the CAP instructions! Ask your consultant for help if you aren't sure about something!
- Read your whole CAP over before you submit it and have someone else review it too!