



CORRECTIVE ACTION PLAN

State	Compliance Standard (one per report)	Plan Prepared by:
Sample State	A-01: Home Evaluation Reports	Commissioner Matlock

I. STATE THE PROBLEM				Training and Technical Assistance Requested?
Home evaluation reports are consistently submitted after the 45-day calendar due date resulting in a compliance rate below the 85% expectation for 4 consecutive quarters.				No, but we participated in Targeted Compliance Assistance last quarter
II. SUCCESS STATEMENT				
With a focus on community safety, a new policy will be successfully implemented to require HEs within 30 days, and within 6 months the compliance rate will be at or above 85%.				
III. ESTABLISH TIMELINES			IV. PERSON(S) RESPONSIBLE FOR CAP	
Start Date:	10/01/2026	End Date:	7/1/2027	Commissioner Matlock, Deputy Compact Administrator Lee
V. DEFINE THE PLAN				
Our state previously participated in Targeted Compliance Assistance which led to “ICJ Basics” training sessions for counties with highest levels of non-compliance. We also polled the counties during the training to determine reasons for late reports and offer strategies to assist. To improve compliance overall, we will now work to implement a new policy requiring county field officers to complete and submit HE reports within 30 calendar days of receipt, ensuring an increase in global compliance and decrease in processing time for all incoming transfer requests with a focus on community safety.				

Task	Responsible Party	Stakeholders	Resources	Constraints	Metric	Due Date
Develop and implement policy requiring HEs due in 30 days	Commissioner Matlock, Director Garcia	ICJ Office, County JPS/Os	Policy Draft	Time, Scheduling, Approval Processes	Approved Policy	1/1/2027
Provide training bulletin to county JPS & follow-up with a phone call within 5 days	DCA Lee	County JPS/Os	Email, Canva to create training bulletin	Time, Connecting with JPS via phone	Check-list of calls made	1/15/2027

Review Pending HE Report on first of month and email JPS/Os with reports due within the month	DCA Lee	County JPS/Os	Email	Time	N/A	First of the month
Reassess standard for improvement using 2027 Q1 & Q2 data (Jan-June)	Commissioner Matlock, DCA Lee	ICJ Office, County JPS/Os	Tableau Report	N/A	Compliance rate	7/1/27

Commissioner's Signature:	<i>Benjamin Matlock</i>	Date:	9/14/2026
Compact Administrator's Signature:	<i>Jerome Garcia</i>	Date:	9/14/2026



CORRECTIVE ACTION PLAN – PROGRESS REPORT #1

State	Compliance Standard (one per report)	Progress Report Prepared by:
Sample State	A-01: Home Evaluation Reports	DCA Lee

Task	Status	Metric Used to Measure Progress (include copies of reports)	Completion Date or Due Date
Review Pending HE Report and email JPS/Os with reports due this month	Complete – 4 emails sent indicating upcoming due date, with read receipts	Pending HE Report	2/2/2027

Commissioner's Signature:	<i>Benjamin Matlock</i>	Date:	2/5/2027
---------------------------	-------------------------	-------	----------

This Section for National Office Use Only

Date Progress Report Received by National Office	Internal Comments / Review of Progress Report	Date Reviewed by Compliance Committee or Chairperson
2/5/2027	Reviewed by J. Adkins	Chair – 2/7/2027



CORRECTIVE ACTION PLAN – FINAL PROGRESS REPORT

State	Compliance Standard (one per report)	Progress Report Prepared by:
Sample State	A-01: Home Evaluation Reports	DCA Lee

Task	Status	Metric Used to Measure Progress (include copies of reports)	Completion Date
Reassess standard for improvement using 2027 Q1 & Q2 data (Jan-June)	Q1 compliance rate was 78% and Q2 compliance rate was 85%	TOS Dashboard HE Case Data Report	7/3/2027

Commissioner's Signature:	<i>Benjamin Matlock</i>	Date:	7/5/2027
---------------------------	-------------------------	-------	----------

This Section for National Office Use Only

Date Progress Report Received by National Office	Internal Comments / Determination of Completion Status of CAP	Date Reviewed by Compliance Committee or Chairperson
7/9/2027	Compliance Committee decided to continue CAP for 1 more quarter to ensure sustainable compliance.	Committee – 7/13/2027