

# Site Visit Action Plan Email

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Greetings! Starting September 7th, Business processes and mechanisms across **HRSA Bureaus and Offices**, such as the **Corrective Action Plan (CAP)** and **Performance Improvement Plan (PIP)**, have been combined to provide one location in the EHBs where **HRSA staff** can prepare, review and monitor an **Action Plan**. **HRSA Grantees** can also prepare an Action Plan for HRSA staff to review and resolve Site Visit findings.

[Click here to access the Action Plan user guide.](#)

## Some of the new Action Plan features



### Prepare Action Plan

Prepare an Action Plan and Send to HRSA Staff for review and approval



### Progress Notes

Document Progress Notes for an individual finding within the Action Plan, so that HRSA staff can monitor grantee's on-going progress on resolving the Action Plan.



## Resolve Findings

Resolve individual findings within an Action Plan.



## Action History

View key actions taken by grantee and HRSA staff captured within the Action History.



## Email Notification

Recieve email notifications at key steps within the process.

Have any questions? Feel free to the HRSA Contact Center [here](#)