### Corrective Tracking Board (Version 1.0x)

Incident Based

**Description:** This board tracks corrective action items with assigned agencies.

**Views:** There are three list views for this board—one for users with view only capability, the second for users who have privileges to create corrective action records, and the third for updating the actions taken against an assigned action. The designated users will have an input view. Appropriate edit views are provided.

**List View –** This view lists all corrective action items. The addition or function of buttons varies depending on the access level granted.



#### **Default Features**

- Sort capability on all fields except Corrective Action and Progress fields by clicking on the corresponding column header/field title.
- Data filtering by the status value using the filter buttons provided in the header.
- View button to access additional details.
- *Edit* button to modify the corrective action information. This button is visible only if you have been granted privileges to edit.
- Status background colors for easy identification of a record's status.
- New record creation by clicking the New Entry button. This button is only visible on the full access list view.

#### Variation: Field/Layout Change

This version, deployed to City of Fairfax, modified field titles and removed others:

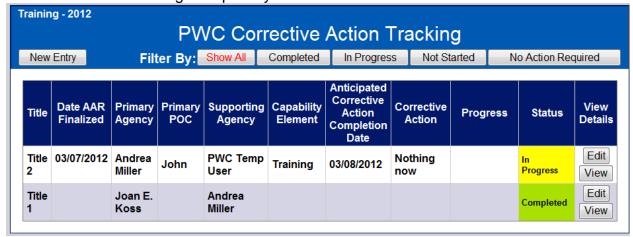
- Removed Date CAR/IP Finalized
- Renamed Corrective Action to Task
- Removed Capability Element
- Removed Corrective Action Start Date
- Added Recommendations field



### Variation: Another Field/Layout Change

This version, deployed to Prince William County, modified the titles and removed some.

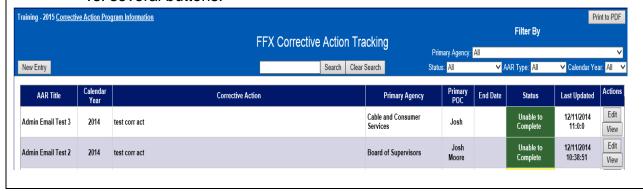
- Added Supporting Agency
- Removed Corrective Action Start Date
- Changed CAR/IP Finalized to Date AAR Finalized
- Added Primary POC
- Added Capability Element
- Removed Target Capability



## Variation: Incident Independent version with reduced fields displayed on the list view

This version, deployed to Fairfax County and Loudoun County, is a revision to their original board. This board:

- Is incident independent
- Includes a Calendar Year field.
- The list view is streamlined to exclude prior fields that were displayed.
- Incorporates additional filters and changed the filters to drop down selections vs. several buttons.



### Variation: Another Field/Layout Change

This version, deployed to Loudoun County, has been renamed Improvement Plan and has modified the titles and removed some fields.

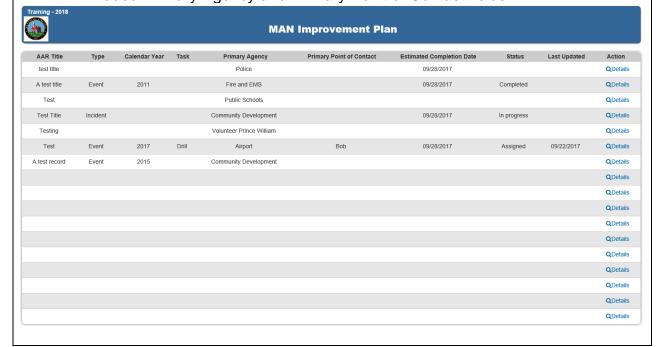
- Added Record ID, Type and ESF
- Removed Corrective Action Start Date, CAR/IP Finalized, Primary Agency, Capability Element, Target Capability, Corrective Action



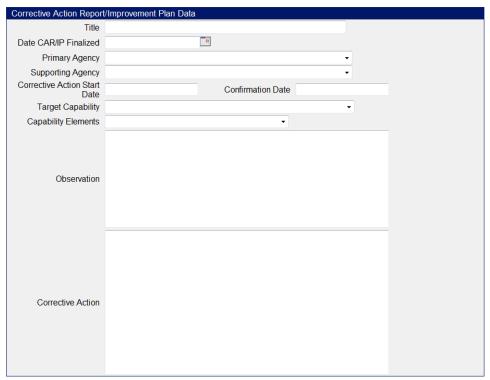
### Variation: Field/Layout Change

This version, deployed to City of Manassas, also goes by "Improvement Plan" and has modified titles and removed fields

- Removed the Record ID field
- Renamed Title to AAR Title
- Added Calendar Year
- Changed Type to Task
- Added Primary Agency and Primary Point of Contact fields



Input (Edit) Corrective Actions/Improvement Plan View – This view is for users to enter/update corrective action information or an improvement plan item. A separate edit view is available for providing updates on progress and status of a Corrective Action.



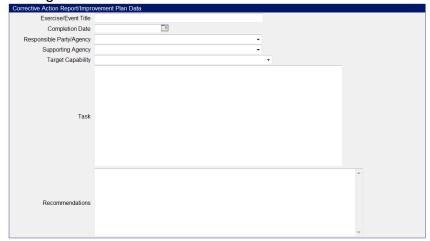
#### **Default Features**

- Drop down lists to maintain data consistency
- Spell Check button to ensure correct spelling
- Test area fields for recording observations and corrective action details.
- Date/Time picker code to facilitate proper date format.

#### **Variation: Field Changes**

This version, deployed to City of Fairfax, modified field titles and removed others:

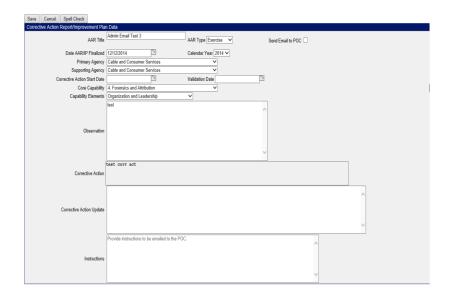
- Removed Date CAR/IP Finalized, Capability Elements, Corrective Action Start Date and Confirmation Date.
- Renamed Observation to Task
- Changed Corrective Action to Recommendations



#### **Variation: Field Changes**

The revised version deployed to Fairfax County, add the following fields/features

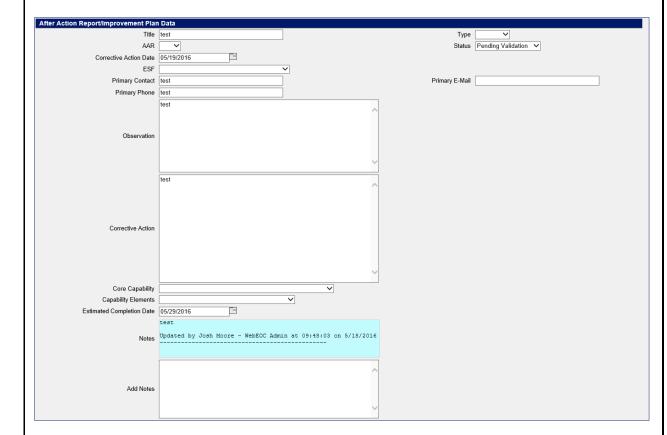
- Added AAR Type with a dropdown selection list, Calendar Year, ability to check a box to send an email to the POC, and Instructions textarea.
- Renamed Confirmation Date to Validation Date
- Renamed Target Capability to Core Capability
- Added update code to the Correction Action text area.



### **Variation: Field Changes**

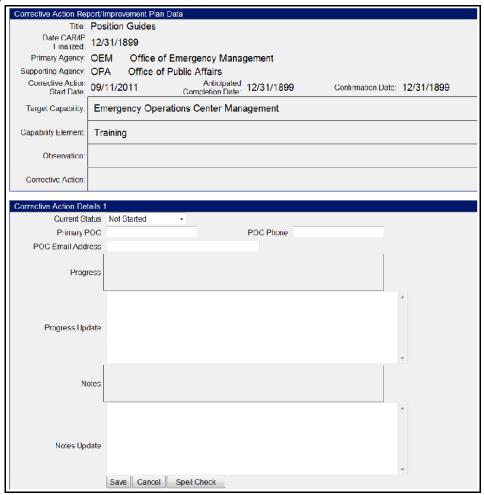
The revised version deployed to Loudoun County, add the following fields/features

- Added AAR Type with a dropdown selection list,
- Renamed Target Capability to Core Capability
- Removed CAR/IP Finalized
- Added ESF
- Added Primary contact, phone and email.



Enter Record Data:  AAR Title:	test title			
AAR Type:	test tibe			
Calendar Year:				
Task:				
Primary Agency:	Police			
Primary Point of Contact:				
Primary Phone:				
Primary Email:	christian.thomas@fairfaxcounty.go			
Estimated Completion Date:	09/28/2017 Current Date			
Current:	V			
		^		
Progress Update:				
Look Hodokodi				
Last Updated: Notes	Current Date			
-				
Add Notes				
Cancel Save				
Save				
Cancel Save				

**Input (Edit) Corrective Action Detail** – This view is for users to enter/update corrective action information. A separate edit view is available for creating the improvement plan section.



#### **Default Features**

- Drop down lists to maintain data consistency
- Spell Check button to ensure correct spelling
- Test area fields for recording observations and corrective action details.
- Progress and Notes fields that use update code to maintain past entry information while placing updates at the top of the text area in addition to text that indicates who updated the information and when.

#### **Variations: Progress verses Improvement Actions**

This view was modified for City of Fairfax to change the Progress field label to read Improvement Actions.

#### **Variations: Additional Field – Anticipated Completion Date**

This view was modified for Prince William County to add the Anticipated Completion Date field.

#### Variations: Another group of Field Changes

This version, deployed to Prince William County, removed the Confirmation Date

### Variations: Added Reason dropdown field

This revised version, deployed to Fairfax County, added a dropdown selection field for Reason.

#### Variation: Removed and added fields

This version for Loudoun County added and removed several fields. The current list of fields are:

- Title
- Type (dropdown selection)
- AAR (dropdown selection)
- Corrective Action Date
- ESF (dropdown selection)
- Primary Contact
- Primary E-mail
- Primary Phone
- Observation
- Corrective Action
- Core Capability (dropdown selection)
- Capability Elements (dropdown selection)
- Estimated Completion Date (date/time picker)
- Notes