

**Office of Workers' Compensation Programs  
Accountability Review Corrective Action Progress Report (AR-10)**

**Reviewer: National Office**

**Office Reviewed: FAB, Cleveland**

**Review Date: August 15 – 19, 2011**

**Report Date: 09/26/2011**

<b>Standard Number</b>	<b>Major Recommendations</b>	<b>Date of Completion / Projected Date</b>	<b>Action Taken This Quarter</b>	<b>Comments</b>
<p><b>Item 5, element 1, Indicator 5 Ensuring that cover letter and Final Decision Introduction properly summarize what is being accepted /denied under Part B and/or E</b></p>	<p>After discussion with staff, has been decided all cover letters, FD introductions will be reviewed by another staff member to ensure proper summarization of case under Part B/E. This second review prior to releasing should eliminate errors pointed out in review. Staff has indicated using templates for opening statements is now being used less frequently.</p>	<p align="center"><b>09/08/2011</b></p>		<p>This second review of work by another CE has already been successful in catching some minor errors regarding incorrect addresses and mentioning the wrong part of the Act in opening summarization.</p>