

APS Final Rule Next Steps

Section One – APS Program

Keeping in mind this is for your use, please fill out as much as possible on the worksheet. Indicate your state/territory, your name (or the Program Administrator for your APS program), and your APS TARC Liaison (if known).

State/Territory

Program Administrator

APS TARC Liaison

Section Two – 13224.401-408

Simply put an X in the right column by the areas you anticipate needing improvement.

Subpart D Areas	Check All Improvement Areas Needed
Definitions	
Program Administration	
APS Response	
Conflict of Interest	
Accepting Reports	
Coordination with Other Entities	
APS Program Performance	
State Plans	

Section Three – Action Items

Capture the year you intend to work on the improvement area needed and the anticipated completion FFY. Mark N/A if you do not anticipate needing improvement in an area. (Example: If you need to work on your APS definitions and you anticipate a statute change is necessary that may take two years, you will indicate Year 1-2 in the first Project Year column and FFY24-25 in the second Due Date column.)

Enhancements	Project Year—Start (N/A if already aligned)	Due Date (FFY24-28)
Definitions		
Program Administration		
APS Response		
Conflict of Interest		
Accepting Reports		
Coordination with Other Entities		
APS Program Performance		
State Plans		

Section Four – Project Summary

Here you break down the improvement area and what specifically needs to be done to accomplish it. (Example: In Program Administration, if you need to change your two-tiered response times, you would list the steps needed to do so. Mark N/A if you do not anticipate needing improvement in an area.) This is a high level summary of your projects. You may use other methods or tools to capture the fine details if necessary.

Project Area	What’s Need to Accomplish This?
Definitions	

Program Administration

Project Area	What's Need to Accomplish This?
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APS Response	
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Conflict of Interest	
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Accepting Reports	
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Coordination with Other Entities	
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APS Program Performance	
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State Plans	
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Section Five – Factors to Consider

(Statute Change, Necessary Coordination with Partners, etc.)

This is a place for you to indicate issues or other factors to think about as you implement these changes. Will you need a statute change to come into compliance, will a change require partner participation and how will you engage them, etc. This is a high level summary of issues. You may use other methods or tools to capture the fine details if necessary.

Factor to Consider	Notes
1.	
2.	
3.	
4.	
5.	
6.	