

FOOTHILLS GATEWAY, INC.

Service Provider Expectations/Accountability

PROCEDURE:

All service providers must :

1. Follow all applicable Division for Developmental Disabilities and Foothills Gateway, Inc. (FGI) procedures.
2. Provide the support/services in accordance with the Service Plan (SP), Schedule of Services (SOS) and Medicaid Prior Authorization Request (PAR) as applicable.
3. Submit billing on required forms and documentation of evidence of services. Billing is due by the fifth working day of the month following service provision for Program Approved Service Agencies (PASA's). Progress notes and ISSP data are due to the Case Management Department by the 4th working day of the month.
4. Attend SPs and interdisciplinary team (IDT) meetings.
5. Follow and document compliance with Division for Developmental Disabilities (DDD) rules and regulations, minimum training guidelines and Supported Living Services (SLS)/Children's Extensive Support (CES) guidelines:
 - a. Confidentiality
 - b. Rights
 - c. Mistreatment, Abuse, Neglect, and Exploitation reporting procedures
 - d. Overview of developmental disabilities
 - e. Health and Safety
 - f. Orientation to developmental disabilities
 - g. System values and general principles
 - h. Service Plan/PAR
 - i. Individual specific trainings and specialized trainings as applicable (ISSP, Behavioral Supports, Medication Administration, Gastrostomy training)
 - j. CPR/First Aid
 - k. Communication
 - l. Incident Reporting
6. Have acceptable Colorado Bureau of Investigation (CBI) report.
7. Have acceptable Centralized Child Abuse Registry report (CES providers only).

8. Maintain professional liability insurance and submit documentation of coverage to the FGI Finance Team upon contract renewal.
9. Assume responsibility for all risks.
10. Assume responsibility for all tax requirements
11. Allow monitoring of checkbooks/balances, etc., if supporting an individual with money management activities.
12. Complete and follow appropriate personal needs form (PNF) if the Program Approved Service Agency (PASA) has financial control, access or Representative Payee status. The PASA will maintain receipts for all purchases over \$5.00, and follow the Human Rights Committee procedure (if applicable). The Foothills, Gateway, Inc. Finance Department will audit the service provider if the service provider has representative payee status.
13. Attend quarterly SLS/CES meetings for the purpose of maintaining open communication regarding SLS/CES updates, etc.
14. Provide services for each person per PAR/SOS according to the frequency and allowable units stated in the Service Plan. If additional hours are needed, additional PAR units must be requested and approved with case management before providing additional services.

08/03; ... 10/10; 3/13; 3/14; 8/16