- o **Audit Reports:** Create a subfolder if needed as "Audit Reports" and name and save document as "Acme Agency, Audit, 01-2012".
- o **DHSS Actions: Name as "Agency Name, DHSS Actions" (Acme Agency, DHSS Actions)**
  - o **Documents:**
    - o **Formal Correspondence (Letters):** The documents should be named "**Agency Name, Provider #, Name of document, date" (Acme Agency, HC123, Invitation to Recertify, 01-2012).**
    - o **Records Requests** should be named as "**Agency Name, Provider #, Records Request, date" (Acme Agency, HC123, Chore Services Records Request, 01-2012)** Include copy of original request as part of scanned document.
    - o **Investigation Reports:** The documents should be named "**Agency Name, Provider #, Investigation, date": (Acme Agency, RL000, Fraud Investigation, 01-2012).**

Acceptable Service Abbreviations:

→ Care Coordination Services	(CMG)
→ Residential Habilitation Services	(ResHab)
→ Day Habilitation Services	(DayHab)
→ Supported Employment Habilitation Services	(SupEmpHab)
→ Adult Day Services	(AduDay)
→ Residential Supported Living Services	(RSL)
→ Respite Services	(Resp)
→ Intensive Active Treatment Services	(IAT)
→ Environmental Modification Services	(Emod)
→ Chore Services	(Chor)
→ Transportation Services	(Trans)
→ Meal Services	(Meal)

- ➢ **1-A CLOSED PROVIDER AGENCY FOLDERS:** All closed agency folders shall be placed here after all correspondence and actions have been completed and packet has been scanned and saved, by the SDS staff person handling the closure.
- ➢ **1-A DENIED OR WITHDRAWN APPLICATIONS:** All agency folders where the application was denied or withdrawn shall be placed here, by the staff person handling the action, after all correspondence and scanning of documents are completed.
  - o **Documents:** All incomplete, denied or withdrawn applications are saved in the root-agency (primary) folder as follows"
    - o Incomplete Applications:
      - ♦ Letter saved as "**Agency-name(location), App Type, incomplete, date .docx (Acme Agency-Frbks, HCAPP, Incomplete, 02-2012.docx)**
      - ♦ Application is scanned and saved same as letter above, with .pdf extension
    - o Denied Applications: