

**QA Provider Certification
Provider Electronic Folders Processes
04-2012**

- ❖ **Provider Agency Folders Naming and Organizing** in the Quality Assurance Folder of the G Drive:
 - **Main Agency Folder:** all locations and provider types owned by one agency go under main folder (**ResCare, Access Alaska, Catholic Community, etc**) currently certified. Agency that start with "The" are named using the root name, leaving "The" at the end of the name (**Ark, LLC, The**)
 - **Sub-folders:**
 - **Location:** If a provider has more than one location, each location should have a Provider Location sub-folder listed with the agency name, and location (**Acme Agency Soldotna, Acme Agency, Wasilla**). Agency location is **OPTIONAL**, only for those with more than one location.
 - Each Provider Agency folder or Provider Location Folder may contain the following sub-folders depending on the information pertaining to the provider:
 1. **Services:** Waivers, PCA, Individual Care Coordinators (CCs) specific to location
 2. **Waivers & Variances-** maintain one folder under main folder for all locations
 3. **Reports of Investigations-**save specific to location
 4. **Audits & Reviews-**maintain one folder under main folder for all locations
 5. **DHSS Actions-**maintain one folder under main folder for all locations (Exception: denied or closed locations)
 - Information maintained within each of these folders is listed below.
 - Exceptions- will be documented at the bottom of this document
 - **Documents:**
 - **Screening Checklists:** saved in associated folder, whether initial, recert, new location, or new service.
 - Name as "Agency Name, Service-type Checklist, Location, Date " (**Acme Agency, PCGAPP Checklist, Nome, 12-2010**); (**Acme Agency, HC123, Soldotna, Recert Checklist , 01-2012**)
 - **Initial Applications Including Add-On Services and New Care Coordinators:** Scanned and saved to provider agency folder.
 - Name as "Agency Name(location), Initial Service-type App, Location, Date " (**Acme Agency-Nome,, PCGAPP, 12-13-2010**); (**Acme Agency, Suzie Smith, CMAPP, 01-2012**); (**Acme Agency, HC123, ResHab-FH, 02-2012**)

*** Note: See bottom of this document to see acceptable service abbreviations

 - **Recertification Applications:** Scanned and saved to provider agency folder, in sub-folder for location. If more than one location, should be sub-folders named for each location.
 - Name as: "Agency Name-(Location), Provider #, Recert, Date" (**Acme Agency-Soldotna, HC123, Recert, 01-2012**)
 - **Cert Forms:** saved in the appropriate folder or subfolder. For Cert Forms only, the date of the document will align with the end date of that certification. Acceptable names:
 - Initial: **Acme Agency-Anc,HCAPP,InitialCertForm,01-31-2012**