

A. Individual Care Coordinator Certification File: Red Folder

CM#	LAST NAME, FIRST NAME	CITY
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1. Certification & checklist on the left
2. Remaining documents on the right

Note: The exception is if the individual is also the owner of a Care Coordination Agency and not part of a larger agency then it is filed with the regular waiver provider certifications as described in section I.

B. Environmental Modification (E-Mod) 2 prong manila folder

EM#	AGENCY NAME	CITY
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1. Certification & checklist on the left
2. Remaining documents on the right

III. Open Volumes

THIS POLICY & PROCEDURE IS UNDER DEVELOPMENT CURRENTLY

These are special large, long term providers deemed to take up too much space and are moved upstairs due to space considerations. They are carefully labeled with provider names, numbers and what years and sites are contained within each folder. This is printed and placed in the communications section of each of the matching red folders for the current year that remained downstairs. Space is limited for Open Volumes and the decision to move an older volume of a provider is discussed with the Sr Service Tech/Clerk and Management.

IV. Closed Providers

- A. Providers close for several reasons
1. Decide not to recertify
 2. Sanctions