Provider Certification File Plan

Provider Certification files will be organized in either a two-part or one part file. Section I explains which types of provider certification use the two-part system. Section II defines the file plan for individual care coordinators (who are not independent agencies) and environment modification providers. Section III defines the purging and archiving plan. All 2 part files will have the red/brown colored folder in front with the green folder in back. All folders will be labeled identically.

I. Two-Part Certification Files

    A. Waiver Provider Certification Files

    Folder 1: Red folder- Four part (one divider hard folder)

1. Certification, checklist & list of Certified Care Coordinators (as applicable)
2. Cost Based Rates (if we have that)
3. Business Licenses & Insurance
4. Correspondence

Note: IF Care Coordination is provided only agency (CMG) information goes in these folders the CM (individual provider) goes into a Red no divider folder and is stored in Gail C's Office

Folder 2: Green Folder

The second folder contains the remaining portions of the certification packet for reference only. This is broken down by sections to fit within the confines of the 6-part folder as needed.

All Labels look like this and match:

AGENCY NAME
CMG#, HC#, RL#   CITY