

QA Provider Certification  
Provider Electronic Folders Processes  
04-2012

- Recertification: Acme Agency-Anc,HC123,RecertForm,01-31-2013
- Extended Certification: Acme Agency-Anc,HC123,ExtCertForm,03-31-2013
- Corrected Certification: Acme Agency-Anc,HC123,CorrectCertForm,03-31-2014
- Ended Certification: Acme Agency-Anc,HC123,EndCertForm,01-31-2014
- **Services:** if the agency provides both waivers and PCA, there should be subfolders for each service, at each location. Whenever a new service category (CMG, HC, RL, EM, PCG) is added by an agency, a subfolder is created either in the main agency or in the location folder. Name them (**Acme Agency-Wasilla-PCA, Acme Agency-Anchorage-Waiver Services**).
  - **Documents:** Use same naming process under location documents above.
  - **Care Coordination:** If there is multiple care coordinators certified under one agency, a sub-folder/s maybe created and named “Agency Name, Individual CCs Certified” (**Acme Agency, Individual CC Certified**). If the agency is even larger, additional sub-folders maybe created and named “Acme Agency, Individual CCs Certified 2011”
    - ◆ **Individual Care Coordinators:** Initial application packets and associated documents scan to the provider agency folder and name: “Agency Name, CC Name, CMX, Date of App” (**Acme Agency, Snow White, CMX, 01-2012**). If there is a sub-folder named “Individual CC Certified in 2012” then it should be saved in that folder. If there is an “Acme Agency CMG folder” save it there. If there is no separate folder labeled either CC or CMG, save out in main folder.
- **Waivers & Variances:** Name a sub-folder (**Acme Agency Waivers & Variances**); additional sub-folders created as needed and named “Name of Agency, CPR Waivers, date” (**Acme Agency CPR Waivers, 2012**) and “Name of Agency, Variances, date” (**Acme Agency Variances, 2012**).
  - ◆ **Documents:**
    - **CPR/First Aid Waivers:** Save all waivers for that provider in that sub-folder. Name the scanned document: “CPR, Agency Name, Last Name, First Initial, (month-year)” (**CPR, Acme Agency, Smith, R. 01-2012**)
    - **Variances:** When staff processes a variance for an agency, that staff will place a link into that agency folder to the “Variance Log”.
- **Reports of Investigation:** subfolder created as soon as reports are to be saved as “Agency Name, ROI”. Other subfolders may be created for additional locations or years.
  - **Documents:** Saved as named by ALH Licensing.
- **Audits & Reviews:** subfolder to be named “Agency Name, Provider #, Audits & Reviews” (**Acme Agency, HC123, Audits & Reviews**)
  - **Documents:**
    - **Site Reviews :** Name and save file as “Agency Name, Provider #, Site Review, date” (**Acme, HC123, Site Review, 01-2012**)