**File Layout 10-4-2013**

**Section 1 Certification (all agencies)**

* 1. **Certification forms**
  2. **Checklist**
  3. **Correspondence**

**Section 2 Application & Agency Training ( All Agencies)**

2-1 **Application forms** (All Forms except Administrator  
 Appointment)

2-2 **CIR training certificate**

**Section 3 Business Information**

3-1 **Business license**

3-2 **Certificate of Insurance**

3-3 **Personnel Info**

* Organizational Chart
* Personnel List
* BCP information (Including Internal Form)

3-4 **Annual Report**

* Quality Improvement Report
* Medication Administration Report
* Restrictive Intervention Report (See 5-1 J for Policy)

3-5 **Licenses**

* Current ALH license
* List of Habilitation homes
  + 1. Habilitation Home Licenses
    2. Contracts

3-6 **Transportation (transportation- both)**

* Vehicle Registration
* Local Permits

3-7 **Meals**

* Food permit
* 5-week menu cycle

**Section 4 Program Administrator(s)**(May have more than one set if Administrators are different for each program)

4-1 **Program Administrator Appointment Form/s**

4-2 **Attachments**

* Resume
* Educational Qualifications

**Section 5 Policies & Procedures**

5-1 **Operations Manual P & P’s**

1. Admissions Policy
2. Complaint Management
3. Conflicts of Interest
4. Confidentiality
5. Critical Incident Reporting
6. Emergency Response
7. Financial Accounting
8. Medication Administration
9. **Quality Improvement** Policy
10. Restrictive Intervention
11. Termination of Provider Services

5-2 **Core employee policies**

* Background Check
* Training
* Employee Evaluation (NOT currently Required)

5-3 **Specific Service Requirements**

* Care Coordination: Plan of Care policy/procedures; Conflict of Interest; disclosure of ownership statement
* Adult Day: Participant handbook; Building permit; posted emergency procedures; floor plan; ADS service plan
* Day Habilitation services (for unlicensed site-based ): Building or use permit and posted emergency evacuation procedures

**Section 6 Permanent Data**

6-1 **Notices and/or adverse actions** (Sanction notices, Notices to Correct, Records Requests, Other notices