**Provider Folder Plan**

**Section 1**

* 1. Certification forms
  2. Checklist
  3. Correspondence

**Section 2**

2-1 Application forms

2-2 CIR training certificate

**Section 3**

3-1 Business license

3-2 Certificate of Insurance

3-3a Organizational Chart

3-3b Personnel List

3-3c BCP information

3-4 Annual Report

3-5a Current ALH license

3-5b List of Habilitation homes

3-6a Copies of current vehicle registration

3-6b Local permits (transportation)

3-7a Food permit

3-7b 5-week menu cycle

**Section 4**

4-1 Program Administrator Appointment Form/s

4-2 Attachments

**Section 5**

5-1 Operations Manual

5-2 Core employee policies

5-3 Specific Service Requirements

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

5-4 Authority to Conduct business/Ownership Documents

**Section 6**

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