# SharePoint Use for Certification & Compliance

# Phase I

**Document Library**

A document library is used to hold final versions of current letters. When a letter is updated SharePoint deals with the version control issues and archives an older version. It tracks WHO changed it on which date and what the changes were.

Saving or using documents can be hooked right into Word or Excel just like the G drive! Organizing documents is similar to working on the network drives. Documents we use all the time should be on SP but less active documents can still be on the G drive like final cert forms or other provider documentation.

A logic based organization structure for folders and file names for the letters needs to be developed. i.e. Return Letter 7-2013 might not be descriptive enough whereas 01-01 Provider Return Letter for Incomplete App 7-2013 may be a better structure. 01-01, 01-02,01-03, 02-01, 02-02, 02-03 etc should be the ranking for how often we send the letters most common to least common so that the most used are at the top of the list consistently. If a new letter is developed an alpha can be put in 01-02a.

**Certification Functions**

1. Invitation for Re-Certification Letters 120 Day Notices
2. Return for Incorrect Application
3. Initial Certification/Re-Certification Letter with Info Packet
4. Re-Certification Not Received 30 & 60 day Notices
5. Agency Closure Notice Voluntary & Involuntary
6. Incomplete Application Return
7. Denials
8. Notice to Correct
9. Sanction
10. Review Letters Desk or Onsite
11. Additional Materials Not Required

**Discussions**

Internal message board we can use like email for discussions on decisions being made and changes needed to documents. The history of a discussion and even a decision can be viewed by the whole team even AFTER a team member retires or leaves so that future employees can understand and review the reasoning behind a decision.

Discussions can be linked right to your OUTLOOK and can be monitored just like a secondary email box. Discussions that start as a quick e-mail to a couple people can be added to the discussion board and the conversation can continue and become a team discussion easily.

 Letter Acceptance Criteria

1.      New Letterhead

2.      HPM II or MAA II Approval

3.      Arial 12pt

4.      Signed Provider Certification & Compliance

5.      Letter ID number

Each letter will then have a short definition and use write up created and it will be added to the Letters & Purposes Section of the website. In this section each letter will have a simple write up about the purpose of the letter along with linking directly to the library to reduce the need to hunt for the correct letter.

Phase II The Workflow Tools

Once the letters are approved it is planned that each will be connected to DS3 to ease the process of adding Provider name, address and provider numbers along with certification end dates automatically. Some letters will be one provider at a time and others will possibly generate in a batch. This will reduce letter preparation time as the body of the email will be static with some customizations available.

# Page Development

### Letters & Purposes

**Invitation to Recertify** FILE NAME LINKED

**Timeline**: 120 days before certification end date due 60 days after

**Example**: July 1 Letters are due in the office Sept 1

They are sent to BOTH the Agency and Individual Care Coordinators as of July 1, 2013

The letter is setup to be a mail merge paired with an Excel Spreadsheet FILE NAME LINKED which is generated from Report Manager FILE NAME LINKED OAII generates the report, mail merges and mails out the letters. The file is in its original Word/Excel format and also saved as a PDF. As time permits, the OAII with a full version of Adobe Pro can also split the letters to be placed in the Agency folders or can split out one or more as needed.

**1st Non-Receipt of Re-Certification Application** FILE NAME LINKED

**Timeline**: Application is 5 days past 1st of the month due date

**Example**: Application was due September 1 and it is now Sept 5, a letter should be sent. Additional 10 day deadline

Providers who did not turn in their applications by the 5th of the month are generally given a courtesy call asking for a status update on their application. This letter goes out as an additional reminder that they have 10 days to submit an application as documentation of notice.

List of providers is generated weekly and discussed at Friday Meetings. Letters can be created individually by MAAII or via a mail merge by OAII as needed. Mailed by OAII.

Additional letter templates can be added to this list. Suggested other pages are:

* Initial Certification letters
* Changes to Certification Letters
* Closures (Voluntary & Involuntary)
* Notices to Correct & Sanction Letters
* Site Review Letters
* Other Misc. Communications

One ultimate idea is to have DS3 linked into the SharePoint and generate the names & addresses on the letters via a WorkFlow and then export to Word for final editing and saving.