* **Provider Agency Folders Naming and Organizing** inthe Quality Assurance Folder of theG Drive:
  + **Main Agency Folder**: all locations and provider types owned by one agency go under main folder (**ResCare, Access Alaska, Catholic Community, etc**) currently certified. Agency that start with “The” are named using the root name, leaving “The” at the end of the name **(Ark, LLC, The)**
  + **Sub-folders**:
    - **Location:** If a provider has more than one location, each location should have a Provider Location sub-folder listed with the agency name, and location (**Acme Agency Soldotna, Acme Agency, Wasilla**). Agency location is **OPTIONAL**, only for those with more than one location.
    - Each Provider Agency folder or Provider Location Folder may contain the following sub-folders depending on the information pertaining to the provider:

1. **Services:** Waivers, PCA, Individual Care Coordinators (CCs) specific to location
2. **Waivers & Variances**- maintain one folder under main folder for all locations
3. **Reports of Investigations**-save specific to location
4. **Audits & Reviews**-maintain one folder under main folder for all locations
5. **DHSS Actions**-maintain one folder under main folder for all locations (Exception: denied or closed locations)
   * + Information maintained within each of these folders is listed below.
     + Exceptions- will be documented at the bottom of this document

* **Documents:**
* **Screening Checklists:** saved in associated folder, whether initial, recert, new location, or new service. 
  + Name as **“Agency Name, Service-type Checklist, Location, Date ” (Acme Agency, PCGAPP Checklist, Nome, 12-2010);** **(Acme Agency, HC123, Soldotna, Recert Checklist , 01-2012)**
* **Initial Applications Including Add-On Services and New Care Coordinators**: Scanned and saved to provider agency folder.
  + Name as **“Agency Name(location), Initial Service-type App, Location, Date ” (Acme Agency-Nome,, PCGAPP, 12-13-2010); (Acme Agency, Suzie Smith, CMAPP, 01-2012); (Acme Agency, HC123, ResHab-FH, 02-2012)**

\*\*\* Note: See bottom of this document to see acceptable service abbreviations

* **Recertification Applications**: Scanned and saved to provider agency folder, in sub-folder for location. If more than one location, should be sub-folders named for each location.
  + Name as: **“Agency Name-(Location), Provider #, Recert, Date”** **(Acme Agency-Soldotna, HC123, Recert, 01-2012)**
* **Cert Forms:** saved in the appropriate folder or subfolder. For Cert Forms only, the date of the document will align with the end date of that certification. Acceptable names:
* Initial: Acme Agency-Anc,HCAPP,InitialCertForm,01-31-2012
* Initial App Denied: Acme Agency-Anc,HCD,InitialCertForm,01-31-2012
* Initial App Withdrawn: Acme Agency-Anc,HCW,InitialCertForm,01-31-2012
* Initial App Cert/Not Enrolled: Acme Agency-Anc,HCX,InitialCertForm,01-31-2012
* 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)**
        + **Audit Reports:** Create a subfolder if needed as “**Audit Reports**” and name and savedocument as **“Acme Agency, Audit, 01-2012”.**
    - **DHSS Actions: Name as “Agency Name, DHSS Actions” (Acme Agency, DHSS Actions)**
      * **Documents:**
        + **Formal Correspondence (Letters):**  The documents should be named **“Agency Name, Provider #, Name of document, date” (Acme Agency, HC123, Invitation to Recertify, 01-2012).**
        + **Records Requests** should be named as **“Agency Name, Provider #, Records Request, date” (Acme Agency, HC123, Chore Services Records Request, 01-2012)** Include copy of original request as part of scanned document.
        + **Investigation Reports:** The documents should be named **“Agency Name, Provider #, Investigation, date”: (Acme Agency, RL000, Fraud Investigation, 01-2012).**

Acceptable Service Abbreviations:

* Care Coordination Services (CMG)
* Residential Habilitation Services (ResHab)
* Day Habilitation Services (DayHab)
* Supported Employment Habilitation Services (SupEmpHab)
* Adult Day Services (AduDay)
* Residential Supported Living Services (RSL)
* Respite Services (Resp)
* Intensive Active Treatment Services (IAT)
* Environmental Modification Services (Emod)
* Chore Services (Chor)
* Transportation Services (Trans)
* Meal Services (Meal)
  + **1-A CLOSED PROVIDER AGENCY FOLDERS**: All closed agency folders shall be placed here after all correspondence and actions have been completed and packet has been scanned and saved, by the SDS staff person handling the closure.
  + **1-A DENIED OR WITHDRAWN APPLICATIONS:** All agency folders where the application was denied or withdrawn shall be placed here, by the staff person handling the action, after all correspondence and scanning of documents are completed.
    - **Documents:** All incomplete, denied or withdrawn applications are saved in the root-agency (primary) folder as follows”
      * Incomplete Applications:
        + Letter saved as **“Agency-name(location), App Type, incomplete, date .docx (Acme Agency-Frbks, HCAPP, Incomplete, 02-2012.docx)**
        + Application is scanned and saved same as letter above, with .pdf extension
      * Denied Applications:
        + Letter saved as **“Agency-name(Location), App Type, date .docx (Acme Agency-Kodiak, HCD, 02-2012.docx)**
        + Application is scanned and saved same as letter above, with .pdf extension
      * Withdrawn Applications:
        + Letter saved as **“Agency-name(Location), App Type, date .docx (Acme Agency-Anc, HCW, 02-2012.docx)**
        + Application is scanned and saved same as letter above, with .pdf extension