

PRSN Compliance Plan Activity Checklist FY 2010-2012

Compliance Activity	Network Contractor or Subcontractor	Monitoring Mechanism
Duty to Notify Regarding Legal Status		
Disbarment <i>Included in annual Administrative Review</i>	KMHS	Annual Admin. Reviews and Monthly Attestation
	JMHS	Annual Admin. Reviews and Monthly Attestation
	RMH	Admin. Review, as indicated
	WEOS	Annual Admin. Reviews and Monthly Attestation
	PCMHC	Annual Admin. Reviews and Monthly Attestation
	CommCare	Annual Subdelegation Reviews (URAC accredited, annual URAC review) and Monthly Attestation
Status of License <i>Included in annual Administrative Review</i>	KMHS	Annual Admin. Reviews
	JMHS	Annual Admin. Reviews
	RMH	Admin. Review, as indicated
	WEOS	Annual Admin. Reviews
	PCMHC	Annual Admin. Reviews
	CommCare	Annual Subdelegation Reviews (URAC accredited, annual URAC review)
Confidentiality		
PRSN Oath of Confidentiality Training & Statement Signed	PRSN Staff: current staff	Review PRSN files annually
	PRSN Staff: new hires	Within 30 days of hire
	Advisory Board: current members	Review PRSN files annually
	Advisory Board: new members	Within 30 days of member appointment
	QRT: current members	Review PRSN files annually
	QRT: new members	Within 30 days of member appointment
	Ombuds: current staff	Review files annually
	Ombuds: new staff	Within 30 days of hire

Compliance Activity	Network Contractor or Subcontractor	Monitoring Mechanism
PRSN HIPAA Training	PRSN Staff: Current staff	Biennial & Qrtly newsletters
	PRSN Staff: <i>new hires</i>	Within 30 days of hire
Network Agency HIPAA Training <i>Included in annual PRSN Administrative Review</i>	PCMHC	Annual Admin. Reviews
	KMHS	Annual Admin. Reviews
	JMHS	Annual Admin. Reviews
	RMH	Admin. Review, as indicated
	WEOS	Annual Admin. Reviews
	CommCare	Annual Subdelegation Reviews (URAC accredited, annual URAC review)
Investigate HIPAA Complaint & Reporting Procedures <i>Review Agency Procedures/ Trends</i>	QUIC	Per incident, monthly meetings
	UM Committee	Per incident, monthly meetings
	Network Contractors	Annual Admin. Reviews
	Network Subdelegation	Annual Reviews
	Board Members	Per incident, monthly meetings
Internal (PRSN) HIPPA Security Reminder	PRSN Staff	Quarterly
	QUIC	Quarterly
	UM Committee	Quarterly
Business Associate Agreements	KMHS	Verified completed: 8/25/05
	JMHS	Verified completed: 8/18/05
	RMH	Verified completed: 8/23/05
	WEOS	Verified completed: 8/22/05
	PCMHC	Verified completed: 8/26/05
	Ombuds	Verified completed: 8/29/05
	Tribes	Verified completed: 6/15/06
	CommCare	Verified completed: 12/01/05
Medicaid Fraud and Abuse Contractor/Subcontractor Business Records		
Review of Reported Incidents to PRSN Corporate Compliance Officer	UMC & Clinical Directors Committee	Once per year to review trends (RSN to statewide and historical)
PRSN Administrative Review	KMHS	Annual Admin. Reviews
	JMHS	Annual Admin. Reviews
	RMH	Admin. Review, as indicated
	WEOS	Annual Admin. Reviews
	PCMHC	Annual Admin. Reviews

Compliance Activity	Network Contractor or Subcontractor	Monitoring Mechanism
Provider R&E Reports	KMHS	Quarterly, as required by contract
	JMHS	Quarterly, as required by contract
	WEOS	Quarterly, as required by contract
	PCMHC	Quarterly, as required by contract
Clinical Chart Reviews <i>Including Data Integrity/ Verifying Encounters</i>	KMHS	Ongoing Monthly Reviews
	JMHS	Ongoing Monthly Reviews
	WEOS	Ongoing Monthly Reviews
	PCMHC	Ongoing Monthly Reviews
	RMH	100% chart review, accompanies Admin. Review
Federal Block Grant Fiscal Review	KMHS	Annual Fiscal Review and quarterly deliverable reports
	JMHS	Annual Fiscal Review and quarterly deliverable reports
	WEOS	Annual Fiscal Review and quarterly deliverable reports
	PCMHC	Annual Fiscal Review and quarterly deliverable reports
	Dispute Resolution Center (Ombuds)	Monthly Activity Reports, Annual Admin. Review , and quarterly deliverable reports
Review Provider Annual Financial Audits	KMHS	Annual Fiscal Review
	JMHS	Annual Fiscal Review
	WEOS	Annual Fiscal Review
	PCMHC	Annual Fiscal Review
Provider Performance Reports	KMHS	Quarterly
	JMHS	Quarterly
	WEOS	Quarterly
	PCMHC	Quarterly
	RMH	when applicable
PRSN Review of Compliance Plan		
PRSN Corporate Compliance Officer		7/09, 11/2010, 12/2011
PRSN Quality Improvement Committee		Completed: 11/09, 11/2011