

## Rio Grande/Mineral County

### Department of Social Services

#### Policy

<b>Policy Title</b> Flagging a Provider	<b>Reference</b>
<b>Policy No.</b> CCCAP-3	<b>Effective Date</b> September 2021
	<b>County Director Approval</b>

#### Definitions

“Flagging” alerts all CHATS users who pull up the providers’ information to review the provider notes for possible issues experienced with this provider.

#### Policy

The county shall flag providers for the following but is not limited to; the possession of ATS Pin numbers, an exempt provider violated their disclosure agreement (failed to report all adults in household), decision by the county to refuse to authorize care, or termination of a provider fiscal agreement for negative reasons, such as abuse or neglect.

#### Procedure

1. Take appropriate step as outlined in Volume III, sections 3.916-3.916.95, should the issue with the provider involve an Intentional Program Violation and/or fraud.
2. Document reason for flagging the provider. Obtain written approval by the Social Services Manager and the County Director.
3. Select “Provider” from the CHATS menu, enter the provider’s number or name. Click on related and scroll down to “Provider Notes” and click on “New”. Select carrot on “Note Type” and select “Flag Provider” ,Enter the Subject and Notes”.

Signed by:



Chair, Rio Grande County Board of Commissioners



Date