

Please be sure to return the following items to renew contracts for fiscal years 2020-2022:

- Completed Contract Document
- Completed Business Associate Agreement
- Completed False Claims Act Policy
- Certificate of Insurance with NEMCSA **listed as an additional insured**
- Copy of Any Required Licensure
- Vendor View / Vendor Billing Enrollment Form
- Vendor Billing Certification (one form completed for each person submitting invoices)
- Copy of In Home Journal for NEMCSA Approval (including EVV systems)
- Evidence of Person Centered Planning Training
- Evidence of Fraud, Waste and Abuse Training

If you have questions regarding the Contract, contact:

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Associate AAA Director
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989/356-3474, ext 282

Yvette Smigelski
Business/Financial Resources Manager – Aging
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Any potential new contractors additionally must submit copies of the following policies/procedures, as applicable:

1. Participant Confidentiality
2. Participant Appeals/Grievances
3. Participant Feedback/Evaluation
4. Participant Rights/Responsibilities
5. Emergencies in Participants Home
6. Personnel Policies
7. Recruitment, Training and Supervision
8. Reference Checks
9. Reporting of Abuse, Neglect or Other Critical Incidences
10. Criminal History Screens
11. Verification of Driver's License & Insurance
12. TB Testing
13. CPR Certification
14. Current Nursing License on File
15. Supervisory Visits
16. Written Procedures to Govern Administration of Medications (both Prescription and Over-the-Counter)
17. Policy/Procedure for Notifying NEMCSA Care Managers of:
 - changes in participant's condition or status
 - non-service due to: participant not at home, death, institutionalization, hospitalization, personal choices
 - upcoming appointments the participant may have
 - when paid staff fail to show up at the participants home as scheduled
18. Records Retention Policy
19. Privacy Practices
20. Fraud, Waste and Abuse Policy
21. Orientation Schedule