

## PROVIDER CONTRACT REQUIREMENTS

### ALL CONTRACTORS for Fiscal Years 2023-2025:

- ☐ 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)
- ☐ Evidence of Fraud, Waste and Abuse Training
- ☐ Current Nursing License on File, if applicable

Please submit all contract requirements together as one package or email.

\*A new contract is required for entities with a change in ownership under a new FEIN.

### **If you have any questions regarding the Contract, Please Contact:**

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### NEW CONTRACTORS ONLY, as applicable (not necessary for contract renewals) need to submit policies/procedures for the following:

- ☐ Participant Confidentiality
- ☐ Participant Appeals/Grievances
- ☐ Participant Feedback/Evaluation
- ☐ Participant Rights/Responsibilities
- ☐ Emergencies in Participants Home
- ☐ Personnel Policies
- ☐ Recruitment, Training and Supervision
- ☐ Reference Checks
- ☐ Reporting of Abuse, Neglect or Other Critical Incidents
- ☐ Criminal History Background Screens
- ☐ Verification of Driver's License & Insurance
- ☐ TB Testing
- ☐ CPR Certification
- ☐ Supervisory Visits
- ☐ Written Procedures to Govern Administration of Medications (both Prescription and Over the Counter)
- ☐ Policy/Procedure for Notifying NEMCSA Supports Coordinators 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
- ☐ Records Retention Policy
- ☐ Privacy Practices
- ☐ Fraud, Waste and Abuse Policy
- ☐ Orientation Schedule
- ☐ Annual Employee Training Plan
- ☐ Copy of In-Home Journal for NEMCSA Approval (including EVV systems)