



NEW BEGINNINGS ENTERPRISES, INC
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
PROCEDURE

Corresponding Policy Number: 101.0
Regarding: Monitoring of Affiliation Agreement
Effective Date: 8.27.09
Revision Date: 11.16.11; 11.26.12

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The purpose of this procedure is to ensure the monitoring of affiliates after the initial agreement has been completed. The following documents may be requested at any time, no more than one time annually.

An Affiliate understands that continued affiliation with the CDDO is conditioned upon its agreement to comply with these requirements.

- Copy of Independent Audit that meets all the audit requirements in the State contract. *
- Organizational chart
- Signed Certification for compliance with Federal and State Payroll Taxes (CDDO form 014)
- Certificate of Insurance to include worker's compensation and liability that indicates New Beginnings Enterprises Inc. as the additional insured.
 - A. Certificate to include: Comprehensive general liability (\$1,000,000 minimum or \$300,000 for limited License), Automobile Liability (\$500,000 minimum) and Workers Compensation Insurance (\$500,000 minimum) when required.
- Updated list of governing board members (if affiliate is not-for-profit)
- Emergency service plan / Disaster preparedness plan
- Verification that the provider has a policy / safeguards in place that prohibits employees or family members from using their position for private gain for themselves or others (Nepotism)

Additional Targeted Case Management Documents:

- Verification of caseload size
- Verification of training

***For providers with less than 20 full time employees the following will apply:**

Audit Requirements; Financial Records; Cost Reporting



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a. If Affiliate does not employ more than twenty (20) full-time equivalent staff, it will either provide the CDDO with an Independent Audit, or it will retain a Certified Public Accountant to prepare a report for the CDDO that the following requirements have been met.

(1) That all funds received through this Affiliation Agreement have been used for allowable costs, in accordance with the OMB Circulars and KDADS /CSPC -designated criteria as set forth in section XII. of the State Contract.

(2) That attendance or other service records are appropriately maintained in order to verify that services billed were in fact delivered.

(3) That Affiliate is in compliance with all federal and state payroll tax laws.

(4) That Affiliate is in compliance with applicable requirements of the Kansas Worker's Compensation Act.

(5) An annual balance sheet and income statement detailing revenues and expenses related to this agreement will be included with the accountant's report.