

Dear Purchase of Service Contractor:

RE: REVISED STAFF ROSTER (Phase 1) and ADD-DELETE FORM (Phase 2)

In an effort to assist provider agencies with Purchase of Service Contract (POS) compliance, DHHS Contract Administration is requesting that your agency complete the attached revised Staff Roster form and a new Add-Delete form. The revised Staff Roster form has been revised to track additional information, i.e., valid driver's licenses (if applicable), and compliance with Caregiver Background Check (CBC) requirements.

IMPORTANT: The following instructions and requirements are applicable to DHHS programs under Purchase of Service Contracts only. Agencies having Fee-For-Service agreements should keep on following policies and procedures for submitting provider add/delete forms and other provider information as required by the respective DHHS networks.

Please refer to the various definitions of Direct Service Provider, Independent Service Provider and Indirect Staff as provided in Attachment C of your POS contract and are being reproduced below for your reference:

- K. **“Direct Service Provider”** – Provider employee, volunteer, paid or unpaid intern, or Independent Service Provider, who provides direct care and/or Covered Services to a Participant/Service Recipient on behalf of a Provider, for which the Provider receives compensation from the Purchaser under this Agreement.
- O. **“Independent Service Provider”**: is an individual independent contractor with a contractual relationship with provider, who is not an employee of the provider.
- P. **“Indirect Staff”**-is an employee or individual independent contractor who is not a Direct Service provider, but is associated with Covered Services as a supervisor, billing staff, case records and/or quality assurance worker, and/or is someone who has access to clients, clients' property, and/or client information of Service Recipients. Agency owner, President, CEO, Executive Director, and/or Senior Staff are considered Indirect Staff if reporting to work at a site where Covered Services are provided.

PHASE 1 - INSTRUCTIONS for Completing Revised Staff Roster form - Complete a Staff Roster that is current as of June 30, 2013

- If your agency has multiple programs, complete a separate staff roster for each program under a POS Contract with each DHHS division.

1. Complete Form Electronically, one for each program - List each Direct Service Provider and Indirect Staff (collectively referred to in this email as DSP). If DSPs works in more than 1 program, list them on the Roster for each program.
2. Enter information in all yellow highlighted areas on Staff Roster.
3. Submit completed Staff Roster electronically to your Contract Service Coordinator at: DHHSCA@milwcnty.com

Completed Staff Rosters are due no later than July 15, 2013

** Include the following information on Subject Line of Email - Name of Agency/Division/Program - Staff Roster

~ Upon receipt of your Staff Roster, DHHS will be conducting a sample review of Caregiver Background Checks (CBC's). Once our sample selection has been made, DHHS will contact you to request submission of the selected CBCs.

PHASE 2 - INSTRUCTIONS for Add-Delete Form - Complete for any New Hires or for Staff that leave employment - beginning July 1, 2013

FOR ALL NEW HIRES - CONTRACTOR SHALL NOT REPLACE NAMED PERSONNEL (PROVIDING SERVICES TO DHHS CLIENTS) WITHOUT THE PRIOR WRITTEN APPROVAL OF DHHS

- Start using this form for any newly hired DSP or for any DSP who leave employment at your agency.

INSTRUCTIONS FOR 'ADDING' A DSP TO A PROGRAM:

1. Complete Form Electronically, one for each program - List each DSP (if DSP works in more than 1 program, list them on the Add-Delete Form for each program)
2. Enter information in all yellow highlighted areas on Add-Delete Form.
3. Submit completed Add-Delete Form electronically to your Contract Service Coordinator at: DHHS@milwcnty.com, each time you are requesting to add a new DSP, or each time a DSP leaves employment.

** Include the following information on Subject Line of Email - **Name of Agency/Division/Program - Add-Delete Form**

4. ALL THREE PARTS OF THE CBC ARE REQUIRED TO BE SUBMITTED ON ALL NEW DSP's ADDED. CBC may be emailed in PDF format (only if password protected), delivered via US Mail, or Faxed (if DSP works in multiple programs, only send 1 set of CBCs).

INSTRUCTION FOR 'REMOVING' A DSP FROM A PROGRAM:

Complete Columns 1 thru 8 only on the Add-Delete Form, then follow Step 3 above.

Feel free to call or email with any questions.