

 WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 11/1/09	Reviewed: 7/12/10 By: PE Last Revision: 11/1/09	Section: ADMINISTRATION	Policy No: 066	Pages: 1 of 3
	<input checked="" type="checkbox"/> Wraparound <input checked="" type="checkbox"/> Wraparound-REACH <input checked="" type="checkbox"/> FISS <input checked="" type="checkbox"/> Project O-Yeah	Effective Date: 1/1/10	Subject: FRAUDULENT ACTIVITY		

I. POLICY

It is the policy of Wraparound Milwaukee that controls are implemented to detect and prevent fraudulent and abusive activity and that allegations of fraudulent activity are thoroughly investigated and that corrective/legal measures/actions be implemented/taken as appropriate. This policy applies to any fraud/abuse, or suspected fraud/abuse, involving consultants, providers, contractors and outside agencies doing business with Wraparound Milwaukee and/or any other parties that have a business relationship with Wraparound Milwaukee.

Wraparound Milwaukee considers all fraud to be material and expects that the agency/individual take corrective action for weaknesses that led to the fraud and to repay the program for all losses due to fraud, regardless of the amount involved.

The program has an identified Compliance Officer who is accountable to the Program Administrative/Management staff and coordinates all investigations with the appropriate parties, both internal and external. The Compliance Officer must possess, at minimum, a bachelor's degree in a mental/behavioral health, criminal justice or accounting/medical records type field and/or an unrelated bachelor's degree with at least two (2) years experience working in a mental/behavioral health type program with experience in quality assurance/investigative activities.

Milwaukee County agrees to cooperate with the State of Wisconsin Department of Health Services (DHS) and applicable Milwaukee County Departments on fraud and abuse investigations. In addition, Wraparound Milwaukee agrees to report allegations of Medicaid fraud and abuse (both provider and member) to the DHS within 15 days of the suspected fraud or abuse coming to the attention of the County.

II. DEFINITIONS

Fraud - involves an intentional deception or representation that an individual either knows is false or does not believe to be true and is related to a material fact. The individual hopes to benefit personally or is making the representation for the benefit of a third party. There is injury (not physically) to the alleged victim as a result and/or deprivation of a legal right.

Examples – A provider who knowingly bills for services that were not rendered, bills multiple times for the same service or bills for more costly services than furnished, or a provider who misrepresents his or her qualifications or bills for services furnished by unqualified staff.

Additional examples of actions constituting fraud (not all-inclusive):

- Embezzlement.
 - Alteration or falsification of documents.
 - Theft of any asset (money, tangible property, etc.).
- Note: Fraud resembles theft in that both involve some form of illegal taking, but the two should not be confused. Fraud requires an additional element of False Pretenses created to induce a victim to turn over property, services or money. Theft, by contrast, requires only the unauthorized taking of another's property with the intent to permanently deprive the other of the property. Because fraud involves more planning than does theft, it is punished more severely.*
- Authorizing or receiving compensation for goods not received, services not performed or hours not worked.
 - Misrepresentation of fact.
 - A caseworker enrolling his or her family member in government programs so that they receive benefits for which they are not eligible.

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- An agency reporting false financial or performance information to improve the likelihood that the funding agency will renew the contract.
- An agency knowingly reports unallowable expenses for reimbursement from grants.

In several of these examples, someone was injured: an eligible person who didn't receive services because slots were filled with ineligible people; an agency that didn't get a contract it was qualified for because the contract went to an agency that cheated; and the funding agency that paid more for services than it should have.

Fraud involving government funding also violates the public trust. So, in addition to each individually identifiable victim, another victim is the public as a whole.

The risk of fraud is much higher when two key factors are present: pressure or incentive to commit fraud and the perceived opportunity to do so. The incentive could be personal or organizational. The opportunity could be weakness in internal controls or the belief that the internal controls can be circumvented.

Abuse - involves provider actions that contradict sound clinical, financial or business practices in a way that harms clients or increases program costs unjustifiably. Abuse also includes client behaviors that generate waste or unnecessary costs.

***Examples:** A provider who furnishes services that are no longer medically necessary or are inappropriate for the client's condition and a client who repeatedly changes providers for inappropriate reasons.*

Any required investigative activity will be conducted without regard to the suspected wrongdoer's length of service, position/title or relationship to Wraparound Milwaukee.

III. PREVENTION

Wraparound Milwaukee is aware of the potential for fraud within the program and within the numerous community agencies that we have Contracts/Fee-for-Service Agreements with. Listed below are several steps/internal controls/activities the program employs to prevent/lessen the opportunity for fraud to occur.

1. Promoting integrity and ethical behavior throughout the organization/provider network.
2. Performing background checks of employees, checking their license or certification status, and checking for their debarment or suspension status.
3. Documenting and reviewing business processes for handling funds.
4. Training on/assuring implementation of applicable job responsibilities and guidelines (i.e., service descriptions, procedures and policies).
5. Promptly and thoroughly investigating complaints.
6. Ensure that the agency has adequate insurance coverage for employee theft.
7. Conducting quality assurance spot checks, site reviews and site visits, and record reviews.
8. Providing Provider, Care Coordinator and Family Orientations related to program expectations and best practice.
9. Regularly engaging in Utilization Review processes.

IV. PROCEDURE

All of the following steps might not be applicable to a particular situation and the steps are only roughly in the order in which they are likely to occur. The actual steps taken and the order in which they are taken will vary depending on the circumstances of the suspected fraud.

1. Any fraud/abuse that is detected or suspected must be reported immediately to the identified program Compliance Officer or to the Milwaukee County Government Fraud Hotline at (414) 93-FRAUD (933-7283). The individual reporting the detected/suspected fraud or abuse may remain anonymous.
2. The Compliance Officer will appoint a staff member to coordinate the reaction to the suspected fraud and gives this person authority to take the steps described in this section. The staff member will remain in close contact/consultation with the Compliance Officer and any other Wraparound Milwaukee Management staff or Behavioral Health Division/Milwaukee County staff, following their direction.

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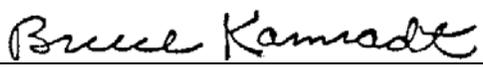
- a. The staff member will begin documenting all contact made and steps taken by the provider/agency in reaction to the suspected fraud.
- b. The staff member will handle all correspondence related to the suspected fraud.
- c. The staff member will investigate or arrange for an investigation of the suspected fraud to provide answers to the following questions:
 - How did the program learn of the fraud?
 - Who was involved?
 - What happened?
 - When did it happen?
 - Did the fraud involve government funds? If yes, what is the dollar amount involved? Did the agency bill/invoice for those services? How does the agency propose to correct the situation?
 - What was the impact on clients served?
 - What has the agency/individual done in reaction to the fraud?
- d. The staff member will complete all final reports and assemble all acquired documents/information in an organized fashion.
- e. The staff member will report all findings to all applicable parties (i.e., Wraparound Compliance Officer/Management, Behavioral Health Division Administration, Contract Administration, Corporation Counsel, Department of Audit, law enforcement, State of Wisconsin, etc.).
- f. Wraparound Milwaukee's decision to terminate, prosecute or refer the investigative results to the appropriate law enforcement and/or regulatory agencies for independent investigation may be made in conjunction with the Behavioral Health Division, Contract Administration, Corporation Counsel, Department of Audit, law enforcement, State of Wisconsin, etc.
- g. The determined route for closure is thoroughly documented and all relevant parties are informed.
- h. The closed file is kept in a secure, locked location.

Wraparound Milwaukee's Identified Compliance Officer

Pamela Erdman, Quality Assurance Director

(414) 257-7608

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Reviewed & Approved by: 
Bruce Kamradt, Director