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Document Library requirements

Documents are required to be uploaded to the document library within 30days of receipt.

1. Monthly/Quarterly Provider Reports
2. Consumer-Family Policy
3. Email Release
4. Privacy Notice and Privacy Notice Signature (2 docs)
5. Release of Information
6. BDDS Signature Page
7. Updated Risk Plan/Protocols
8. Updated BSP (HRC approval when needed)
9. LifeCourse Tool (1 annually at minimum)
10. Provider pick lists (must keep current)
11. Guardianship paperwork
12. Lease (must keep current, only for Supported living)