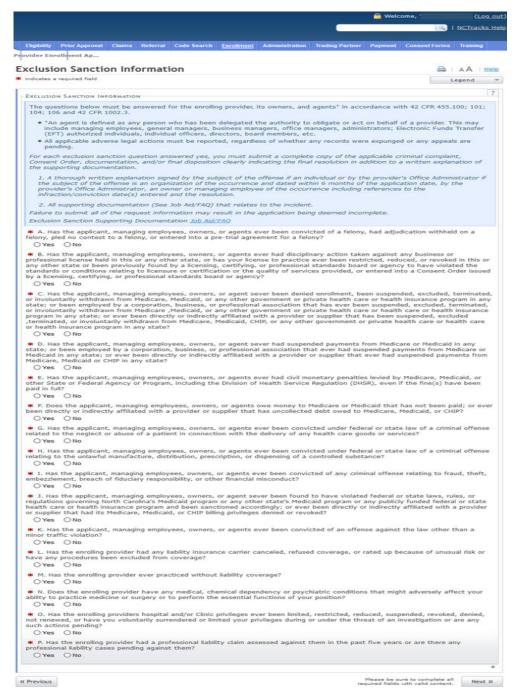




# JOB AID Sanctions and Exclusions Fact Sheet

#### **OVERVIEW**

This Job Aid provides information and guidance in regards to specific and comprehensive business rules in place for provider disclosures. To avoid application processing delays caused by insufficient information, providers are encouraged to review these requirements carefully before submitting the supporting documentation. If the requirements are not met, an application incomplete letter will be generated, prompting the provider to submit the proper documentation.







#### 1. Providers who answer "YES" to these questions must provide documentation.

For each exclusion sanction question answered "Yes", you must submit a complete copy of the applicable criminal complaint, Consent Order, court documentation, and/or final disposition clearly indicating the final resolution in addition to a written explanation of the supporting documentation.

### 2. A thorough written explanation signed by the subject of the offense is required for each "YES" response.

A thorough written explanation signed by the responsible party, if an individual, or by the Office Administrator, if an organization. The occurrence must be dated within 6 months of the application and include the responsible party, offense/conviction date(s), and the resolution. A separate document is required for each affirmative response.

### 3. In addition to the written explanation, supporting documentation may include, but is not limited to:

- Criminal Complaint
- Consent Order
- Court Documentation
- Final Disposition

#### 4. Documentation is required for each affirmative response.

Be aware that documentation is required for each individual question that the responsible party responds "Yes". Failure to provide proper documentation may result in the application being deemed incomplete.

### 5. Dates listed on the Exclusion Sanction section *must* match the offense dates on documentation.

All dates must align on provided documentation and match dates provided through applications. During the background check process, all dates will be checked for accuracy. Dates that do not align will delay the application process. Dates should be based on the date of the offense.

#### 6. Failure to disclose offenses will result in a denial of the application.

Background checks are performed for all applications (Enrollment, Re-enrollment, Manage Change Request, Re-verification) and failure to disclose offenses with any and all applications will result in a denial. If a provider discloses an offense during their initial enrollment, they must continue to disclose the offense with each additional application.

## 7. Written explanation and supporting documentation must be signed within 6 months of the application.

Each time a new application is submitted, the signature and date of the written explanation must be reviewed as explanations with a date more than 6 months prior to the submission of the application will result in an incomplete application.