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May 25, 2011

EDW NOTICE 11-04

TO: Executive Directors and Area Agencies on Aging

FROM: Robert E. Franklin, Administrator
LTC Programs, ADSS *REF*

Through: Jean Stone R.N., Chief
LTC Programs, ADSS *JS*

SUBJECT: DSP Liability Insurance Requirements

Effective immediately is the attached AMA policy (WAV-36).

Please relay this information to your case managers.

If you have any questions, please contact this office.

REF

Attachment:



Alabama Medicaid Agency

Policy Title: HCBS Waiver Requirements
Regarding DSP Liability Insurance
Policy Number: WAV-36
Attachments: N/A

Date Created: February 1, 2011

POLICY:

HCBS Waiver Direct Service Providers must acquire and maintain liability insurance to protect all paid and volunteer staff, including board members, from liability incurred while acting on behalf of the agency.

PROCEDURE:

Upon request, the Direct Service Provider shall furnish a valid copy of the insurance policy to the Alabama Medicaid Agency or Operating Agency.

One or more copies of the certified liability insurance certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy.

The Direct Service Provider is to retain all records related to the liability insurance policy.

Failure to comply with the HCBS Waiver requirements may result in recoupment of funds and/or contract termination.

REFERENCES:

HCBS Waiver Document

Approved: Marilyn Chappelle
Marilyn Chappelle
Director

Date: March 2, 2011