

PROVIDER COMPLIANCE REVIEW
How to Complete the “Plan of Compliance-Provider Responses”
County Board Review

A. Please read the report thoroughly.

1. Read the Rule Citations and the Explanation of Findings. Each rule reference in the first column identifies the section of the rule that pertains to each standard’s requirements.

B. Return the “Acknowledgement Form.”

1. Respond to “Do Not Concur” findings within fourteen (14) calendar days of the date of the mailing of the “Initial Provider Compliance Review” Report.
2. See instructions on the cover letter. PC043CB.
3. The County Board or Council of Government (COG) that conducted the review will respond within 7 calendar days.
4. If your objections are not supported, you will be notified of a meeting that will be scheduled to discuss areas of disagreement.

C. Complete the response section of the report form- PC045.

1. In the column titled “Provider Response to Findings” the provider should address the finding and rule citation on that line in the previous columns. Use the item number to identify the response.
2. For each plan of correction response:
 - a) Describe how the provider will ensure the continuing certification standard is met.
 - b) Describe how corrections will be made to each specific citation example.
 - c) Describe system changes that will correct the identified issues and prevent future occurrences.
 - d) List the documentation that will be submitted to substantiate the correction of the finding.
 - e) Indicate the implementation date of the corrective actions.
3. For a “Do Not Concur” finding enter:
 - a) “Do Not Concur”
 - b) An explanation of why the finding was contested.
 - c) Information describing the type of substantiating documentation submitted.

D. Send the form via e-mail, fax **OR** USPS mail to the County Board or Council of Government that conducted the review.

1. The Plan of Compliance response is due fourteen (14) calendar days from the date of this letter.
 2. E-mail to _____
 3. Fax to the Attention of: _____ at _____.
- Mail to:

E. Send corresponding documentation via fax or USPS mail.

1. Submit documentation to substantiate that the finding has been corrected.
2. Supporting documentation is due fourteen (14) calendar days from the date of this letter.
3. Use the Fax or USPS information from above.