

# Handout #2

CDC+ Participant/Representative Tool				
	Standard	Score		
		Yes	No	NA
1	Complete and signed Participant/Representative Agreement is available for review.			
	CDC+ Participant Notebook v. 3.0 p. 31			
2	Receipts and Detailed Monthly Logs for Cash Purchases are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 95			
3	Signed and approved Timesheets for all Directly Hired Employees (DHE) are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 91 & 92			
4	Signed and approved Invoices for Vendor Payments are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 92 & 93			
5	Signed and approved receipts and/or statement of "Goods & Services" received are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 45 & 98			
6	Complete Employee Packets for all Directly Hired Employees are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 62			
7	Complete Vendor packets for active Vendors and independent contractors are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 66 & 67			
8	Background screening results for all Directly Hired Employees are available for review. (Screening level requirements are outlined on pg 64 in the Participant Notebook)			
	CDC+ Participant Notebook v. 3.0 p. 64			

CDC+ Participant/Representative Tool				
	Standard	Score		
		Yes	No	NA
9	Complete and signed Job Descriptions for each service provider are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 49 & 63			
10	Signed Employee/Employer Agreement for each Directly Hired Employee (DHE) is available for review.			
	CDC+ Participant Notebook v. 3.0 p. 63			
11	Signed and approved Purchasing Plan is available for review.			
	CDC+ Participant Notebook v. 3.0 p. 79			
12	Copies of Current Support Plan and approved Cost Plan are available for review.			
	CDC+ Participant Notebook v. 3.0 p. 77 & 98			
13	Emergency Backup Plan is complete and available for review.			
	CDC+ Participant Notebook v. 3.0 p. 75 & 98			
14	Corrective Action Plan (if applicable) is signed by Participant/Representative and available for review.			
	CDC+ Participant Notebook v. 3.0 p. 98 & 99			