**Section 686.1040 Provider Compliance Requirements**

In order to participate in the DHS program for providing services to persons with brain injuries, the provider of case management services agrees to meet the following minimum requirements, which shall be reviewed by DHS annually for compliance.

a) Organization and Administration: The agency providing case management services shall make available, upon request, its articles of incorporation, or if an unincorporated association, it shall provide a statement of purpose and functions and the names and addresses of its owners, partners or general partners.

b) Audits: DHS reserves the right to audit all records and accounts pertinent to the Agreement at anytime within five years after the final completion date of the Agreement.

c) Policies and Procedures: The provider of case management services shall have written policies approved by its governing authority and available for review by customers and purchasers of the service. Such policies shall at a minimum cover:

1) Services Provided: the type and scope of services provided. When more than one type of service is offered, there shall be a clear distinction between each type of service.

2) Personnel Policies: salary schedules, hours of work, sick leave, provision for handling employee grievances and requirements for attendance at work conferences and training sessions. There shall be written job descriptions identifying required qualifications and duties for each title.

d) State and Federal Statutes

1) All providers of case management services are subject to compliance with Illinois statutes governing conflict of interest (Sections 50-13 and 50-20 of the Illinois Procurement Code [30 ILCS 500/50-13 and 50-20]).

2) All providers shall agree to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), the Illinois Human Rights Act [775 ILCS 5/1-101], the Constitution of the United States, the 1970 Constitution of the State of Illinois and any laws, regulations or orders, State or Federal, that prohibit discrimination on the basis of race, color, sex, religion, national origin, ancestry, age, marital status, inability to speak or comprehend the English language, physical or mental disabilities, or unfavorable discharge from military service.

e) Non-compliance: If the provider of case management services is not in compliance with the requirements of this Subpart, corrective actions up to and including termination of the contract shall be taken.

(Source: Added at 23 Ill. Reg. 6457, effective May 17, 1999)