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Administrative Roles and Responsibilities

1. Waiver Compliance

CMD ensures all services align with ODP regulations and waiver requirements.

Staff are trained on ODP policies, and compliance is monitored through internal audits.

2. Incident/Risk Management

CMD has a designated Incident Management Representative responsible for reporting, investigating, and resolving incidents as per Â§ 6000.953.

Incident tracking and risk management strategies are implemented to prevent recurring issues.

3. Quality Management

CMD maintains a Quality Management Plan in accordance with ODP standards.

Regular evaluations and feedback loops ensure continuous service improvement.

4. Provider Qualification Compliance

CMD follows all provider qualification standards set by ODP to ensure eligibility for continued service provision.

Staff undergo necessary training and background checks to maintain compliance.

5. HCSIS and PROMISe Enrollment Compliance

CMD is properly enrolled in HCSIS and PROMISe systems for accurate data reporting and billing.

The organization ensures proper documentation and compliance with electronic record-keeping standards.

6. SSD Maintenance

CMD maintains and updates Secure System Data (SSD) records in compliance with regulatory requirements.

All individual records are securely stored, and access is limited to authorized personnel.

7. Claims Management and Fiscal Reconciliation

CMD has a financial management team responsible for claims processing, billing accuracy, and financial audits.

Reconciliations are conducted to ensure compliance with fiscal policies and prevent billing errors.