

## **MNPrairie Provider Compliance Policies**

Minnesota Statutes 119B.13, subdivision 6(d) provides provisions for counties to disqualify providers or the following reasons:

### **Provider admits to intentionally providing false information on billing forms.**

- Applies to: Legal Non-Licensed, Licensed, Licensed-Exempt, and Centers
- If the provider calls to inform the MNPrairie of a mistake made on billing forms, the agency will permit 2 daily errors per family per biweekly period to allow for provider oversight. The agency will then correct said errors with no associated repercussions to the provider. Three or more daily errors made on a billing form per family per biweekly period is considered by the agency to be intentionally providing false information on billing forms.
- Three or more errors billed will result in the following consequences:
  - The agency will close the provider's registration.
  - The agency will close the provider's registration for 90 days, starting on the date that the agency discovered and/or was notified that the provider was intentionally providing false information on billing forms.
    - A two week notice will be sent to the provider and paid by CCAP. However, an overpayment will be established from the date the provider admitted providing false information on billing forms through the two week notice. This includes any overpayments that might exist from the provider giving false information on billing forms.

### **The agency finds by a preponderance of evidence that a provider intentionally gave the agency false information on billing forms or attendance records.**

- Applies to: Legal Non-Licensed, Licensed, Licensed-Exempt, Centers
- Preponderance of evidence is determined and defined by the agency and is dictated on a case by case basis.
  - Examples of a preponderance of evidence: Billing forms, attendance records, and the scheduled times a parent is in an eligible activity.
- The agency discovers discrepancies in billing forms or attendance records. The agency will request additional billing forms or attendance records from the provider as needed.
- Once the agency has determined that there is a preponderance of evidence that a provider intentionally gave the agency false information on the billing forms or attendance records the following applies:
- Consequences:
  - 90 day consequence period where the provider's registration is closed starting on the day that this false information was discovered.
    - A two week notice will be sent to the provider and paid by CCAP. However, an overpayment will be established from the date that this false information was discovered through the two week notice, including any overpayments that might exist from the provider giving false information on billing forms.
  - The agency will not be paying provider during the consequence period, unless agency error was made - as determined by agency.

### **The provider continues to operate after receipt of the following licensing notices:**

- An order of suspension.
- An order of revocation
- A final order of conditional license, for as long as the conditional license is in effect.

- Applies to: Licensed, Licensed-Exempt, and Centers
- Suspension or Revocation: no back pay regardless of appeal decision.
- Conditional: check with licensing
- No payment during appeal

**A provider submits false attendance reports or refuses to provide documentation of the child’s attendance upon request.**

- Attendance records must include all required information. This includes:

- Date
- First and last name of the child
- Name or initials of the person dropping off or picking up the child
- Time in and out

1) Not submitting attendance records when requested/refuses to submit:

- Registration is ended immediately if attendance records are not received by the requested date (as set by the agency). A two week notice will be sent to the provider and paid by CCAP. However, an overpayment will be established from the beginning of the biweekly that the attendance records were requested, through the two week notice.
- Once these are submitted, and deemed completed (as determined by provider account tech):
  - CCAP will back pay to the day the attendance records were submitted and will reopen provider’s registration to the day attendance records were submitted. CCAP will not pay from the date registration closed through the date attendance records were submitted.

\*Also, if an agency worker requests attendance records immediately and they are not provided or not available, the same consequences apply.

2) False Attendance Records:

- False attendance records include but are not limited to: not complete or are inaccurate as to what was billed in our system.
- Consequences:
  - First offense: Provider’s registration is closed for 30 days. Two week notice will be sent to provider and paid by CCAP, however an overpayment may exist if provider fails to submit attendance records for those 2 weeks, or if attendance records are false.
  - Second offense: Provider’s registration is closed for 60 days. . Two week notice will be sent to provider and paid by CCAP, however an overpayment may exist if provider fails to submit attendance records for those 2 weeks, or if attendance records are false.
  - Third and subsequent offenses: Provider’s registration is closed for 90 days. Two week notice will be sent to provider and paid by CCAP, however an overpayment may exist if provider fails to submit attendance records for those 2 weeks, or if attendance records are false.