## AVAILABILITY OF DOCUMENTS

The undersigned hereby gives assurance that the following documents are maintained in the administrative office of the provider and are accessible for review by the AAABC.

 1. Current Board Roster

 2. Articles of Incorporation

 3. Municipal Charter, Code of Ordinances, Corporate By-Laws

 4. Advisory Council By-Laws and Membership

 5. Current Equipment Inventory

 6. Bonding Verification

 7. Staffing Plan

 a. Position Descriptions

 b. Organizational Chart

 8. Personnel Policies Manual

 9. Financial Procedures Manual

 10. Operational Procedures Manual

 11. Affirmative Action Plan

 12. Outreach Plan, if applicable

 13. Americans With Disabilities Act Assurance

 14. Staff Development and Training Plan

 15. Unusual Incident File

 16. Service Subcontracts

 17. Co-Pay and Contribution System

 18. Civil Rights Compliance Documentation

 19. HIPAA policy and procedure

 20. Conflict of interest policy and procedure

 21. Financial statements and accounting records

CERTIFICATION BY AUTHORIZED AGENCY OFFICIAL:

I hereby certify that the documents identified above currently exist and are available for review upon request.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Authorized Representative Title of Authorized Representative