

Monterey County Behavioral Health, Quality Improvement

RE:	Compliance Attestation Form Signature Reminder
FORM REFERENCE	Compliance Attestation (AVATAR) Policy 104: Compliance Plan Policy 132: Credentialing and Recredentialing
EFFECTIVE	February 13 th , 2020

As part of our ongoing monitoring efforts, QI is requesting that **Attestation Forms** are signed at the beginning of employment and at minimum, every three (3) years thereafter in order to comply with state and federal credentialing requirements.

PROCEDURES

For AVATAR users:

1. Search "Compliance Attestation," search for your user name
2. Enter date of signature
3. Select "No" if you are completing the signature electronically
 - a. Select "yes" if you are using a paper form, please enter the name of your supervisor whom you gave the form to send form via fax to QI: (831) 755-4350
4. **FOR MCBH STAFF ONLY:** Review the [MCBH Compliance Plan, Code of Conduct, and Attestation](#)
5. **FOR CONTRACT PROVIDERS ONLY:** Review the [Provider Compliance Plan, Code of Conduct, and Provider Attestation](#)
6. Sign attestation
7. Enter your name
8. Submit

Curious about your team's attestations? Helpful Reports:

- MCBH Supervisor and QI staff: 944 Compliance Attestation
- Provider Supervisor and QI staff: 677 Provider Attestation Report

The screenshot shows a web-based 'Compliance Attestation' form. It includes a date selector, a 'Submit' button, and a section for document submission. A confirmation message states: 'Document signed via paper and given to program supervisor/ma'. Below this are radio buttons for 'Yes' and 'No'. A text field is provided for the 'Supervisor/Manager name who received document'. A paragraph of text explains the purpose of the signature, followed by a bulleted list of items covered: Billing or reimbursement regulations; fraudulent transactions; Conflict of Interest; Falsification of documents; and Documentation irregularities. Two links are provided for review: 'Monterey County Employees- Click Here to Review Compliance Plan, Code of Conduct and Attestation' and 'Contract Provider- Click here to Review Compliance Plan, Code of Conduct, and Provider Attestation'. A signature field with a 'Click Here to Sign' button and a 'Staff Name' text field are also present. Numbered callouts (1-7) highlight specific elements: 1 points to the title, 2 to the date field, 3 to the submission options, 4 to the employee link, 5 to the provider link, 6 to the signature field, and 7 to the staff name field.

For NON- AVATAR Users:

1. Review the [Provider Compliance Plan, Code of Conduct, and Provider Attestation](#)
 - a. Complete Contract Provider Compliance Plan Review attestation form (pg. 14)
 - b. Send completed Contract Provider Compliance Plan Review Attestation form via:
 - FAX: (831) 755-4350
 - EMAIL: 415-QA@co.monterey.ca.us
 - USPS: 1611 Bunker Hill Way, Suite 120, Salinas, CA, 93906