Policy Statement: This policy is to ensure that the CCS program complies with all requirements of DHS 36.

Discussion and Procedures:

1. The CCS Administrator has the overall responsibility for compliance with DHS 36, 94, and 92 and other applicable administrative codes and state and federal laws.

2. The Service Director and Administrator will ensure compliance by reviewing:
   - The Quality Improvement Plan action steps
   - Policies and procedures, with recommendations for modifications or updates
   - All client complaints and resolutions
   - A random sample of CCS records to determine compliance of assessments, plans and notes including timeliness and completeness.

3. A monitoring plan will be developed that will be approved by the Administrator.

4. The Coordination Committee will review and approve, or recommend revisions to, the monitoring plan.

5. The Administrator will issue a summary report to the Coordination Committee annually identifying any deficiencies in compliance, and put forth a plan to address problems.

6. CCS staff will report any suspected non-compliance to the Administrator within 1 business day.

Revised 9.3.14