

Amendment #11 - Attachment CC - Contract Compliance Checklist

May not be all-inclusive of contract requirements

Specialist Staffing Requirements

Section	Contractor Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
3.41.4	Discharge Coordinator [1]	full-time	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.41.4.1	Discharge planning nurses [minimum of 7] 1-Hagerstown SDA, 1-Cumberland SDA, 1-Eastern SDA, 1-Baltimore Pre-Trial, 1-Baltimore DOC, 2-Jessup SDA	full-time	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.65.1.5	Board certified addictions specialist	minimum of 30 hours per week	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.67.3.1.3.1	Full-time IT System Analysts trained in NextGen, located within 25 miles of <u>to work full-time on-site @ DPSCS location in Baltimore area (@ or nearby DPSCS Headquarters on Reisterstown Road)</u> [minimum of 2]	as needed	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.68.1.9	EHR Project Manager [1]	Full time	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.69.1.1	Availability of medical professional 24 hours per day, seven days per week	twenty-four (24) hours per day, seven days per week basis by toll free telephone number	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.69.1.2	Master's level nurse [minimum of 1]	as needed to supervise utilization review and administrative support	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.69.1.2	Utilization Management Medical Director located in Maryland	as needed	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing

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Section	Contractor Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
3.69.1.2.1	Fulltime equivalent Bachelor's degreed nurses for Utilization Management support [minimum of 2]	as needed	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.69.1.2.2	Utilization Management Report Coordinator [minimum of 1]	as needed	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing
3.69.1.2.3	Medical Assistance Coordinator [minimum of 1]	as needed	Review/Acceptance of Staffing Plan	Contract Manager Medical Director Director of Nursing