

<p>York/Adams Drug & Alcohol Commission Policy & Procedure Manual</p>	<p>Number: P-2 Policy: PBPS Correct Code Entry</p>
<p>Creation Date: 4/17/2014 Most Current Revision: 10/8/2014 Most Current Revision Effective Date: 11/5/2014</p>	<p>Page: 1 of 1</p>

I. Purpose:

The York / Adams Drug & Alcohol Commission (YADAC) must ensure that data associated with all prevention services are entered correctly. This includes codes attached to programs and strategies in PBPS. This policy is to establish guidelines related to correct PBPS code entry.

II. Policy:

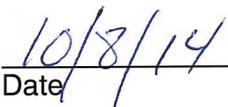
All Contracted Prevention Providers and YADAC staff are required to enter codes attached to programs and strategies in PBPS, as listed in the Evidence-based Program guide, State Approved Programs and State Approved Strategies Listings. If a code(s) are entered incorrectly, the provider will be sent a notice indicating that PBPS code(s) have been entered incorrectly and that corrective action is required. A *Prevention Codes Correction Verification Form* will be sent to the provider identifying the incorrect code(s) that were entered by program name/strategy and date of entry. The provider will then be responsible for documenting the correction made and the date the code(s) were corrected in PBPS and shall submit the *Prevention Codes Correction Verification Form*, with this information, to the YADAC Prevention Program Specialist. Corrections on this form must be received by the YADAC Prevention Program Specialist within seven (7) business days following the date of receipt of the notice.

A Contracted Provider's failure to comply with the aforementioned requirements *may* result in:

- a. Delay of funding; and/or
- b. Denial of funding payment

Approved By:


YADAC Administrator


Date