

<p>York/Adams Drug &amp; Alcohol Commission Policy &amp; Procedure Manual</p>	<p>Number: P-2 Policy: PBPS Correct Service Code Entry</p>
<p>Most Current Revision: 4/17/14</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 service codes attached to programs and strategies in PBPS. This policy is to establish guidelines related to correct PBPS service code entry.

**II. Policy:**

All Contracted Prevention Providers and YADAC staff are required to enter service codes attached to programs and strategies in PBPS, as listed in the Evince-based Program guide, State Approved Programs and State Approved Strategies Listings. If a service code(s) are entered incorrectly, the provider will be sent a notice indicating that PBPS service code(s) have been entered incorrectly and that corrective action is required. A *Prevention Services 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 date the code(s) were corrected in PBPS on the *Prevention Services Codes Correction Verification Form* as well as the name of the person submitting the corrections and their signature and date. The provider shall then submit the *Prevention Services Codes Correction Verification Form*, with this information documented, 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:**

  
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 YADAC Administrator

  
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 Date