



**STATE OF NEW YORK
OFFICE OF THE MEDICAID INSPECTOR GENERAL**

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ANDREW M. CUOMO
GOVERNOR

JAMES G. SHEEHAN
MEDICAID INSPECTOR GENERAL

DOCUMENT 5

[DATE]

[NAME]
[TITLE]
[ORGANIZATION]
[ADDRESS]
[CITY, STATE, ZIP]

Re: Confirmation Letter
[DATE] Compliance Program Effectiveness Review

Dear [NAME]:

The Office of the Medicaid Inspector General (OMIG) received your facility's correspondence that identified you as the contact person for the Compliance Program Effectiveness Review that is scheduled for the date indicated above. This letter and its attachment will provide information to you on the OMIG staff that will be conducting the Effectiveness Review; confirm the documents and information that we would like to review; and provide a preliminary schedule that OMIG will use for the day of the Effectiveness Review. We expect that the Effectiveness Review will start at 10:00 AM and conclude at 4:00 PM each day. Your assistance in making the appropriate individuals available for interviews will facilitate the efficiency of the onsite portion of the Effectiveness Review. Additionally, organizing the documentation requested into loose leaf binders will increase the efficiency of OMIG's review of your compliance program.

OMIG plans to draft a report to you as, our contact person, within thirty days of the date of the site visit. That report will detail best practices and opportunities for improvement (if any) related to the requirement that Medicaid providers have an effective compliance program as required by Social Services Law section 363-d and 18 NYCRR Part 521.

Please contact the OMIG staff who will be onsite with the identities of the individuals who will be interviewed and any questions that you may have.

OMIG thanks you and your facility for your cooperation.

Sincerely,

Matthew D. Babcock
Assistant Medicaid Inspector General - Compliance

Enclosure – Schedule & Information Request
cc: CEO (w/enc.)

Bureau of Compliance

Effectiveness Review Schedule and Information Request

Name of Provider:

Provider Contact: **Name of Contact**
Contact's telephone #
Contact's e-mail address

Date of Site Visit: Day 1: ?????? Time of Entrance: 10:00 AM
Day 2: ?????? Time of Entrance: 10:00 AM

Date of Delivery for Preview Documents Status: **Received/Pending**

OMIG Staff Conducting Effectiveness Review:

LEAD: OMIG lead person's name
Title
E-mail contact information
Telephone number

OMIG staff person's name
Title
E-mail contact information
Telephone number

Please provide the following to the individual identified above as **LEAD**:

1. Directions to your facility.
2. Directions and instructions for parking at your facility.
3. Directions into your facility/agency to the location where OMIG staff will be met, registered and escorted to the room that will be provided for OMIG's use for the day.

Additional Contact Information:

If you have any questions or comments during or following the Effectiveness Review, please contact:
Matthew Babcock, Assistant Medicaid Inspector General – Compliance

Matthew.Babcock@omig.ny.gov

(518) 473-3782

Schedule of Effectiveness Review Site Visit on Day 1

9:45 AM – 10:00 AM	OMIG Staff arrives and signs in and is escorted to meeting room.
10:00 AM – 12:00 PM	Opening Conference and Introduction
12:00 PM – 12:30 PM	Lunch
12:30 PM – 3:00 PM	Review onsite Documents received on Day 1.
3:00 PM – 3:30 PM	Tour of facility with Compliance Officer
3:45 PM – 4:00 PM	Closing Conference for Day 1

Schedule of Effectiveness Review Site Visit on Day 2

9:45 AM – 10:00 AM	OMIG Staff arrives and signs in and is escorted to meeting room
10:00 AM – 12:00 PM	Interviews (see schedule below)
12:00 PM – 12:30 PM	Lunch
12:30 PM – 3:00 PM	Interviews (see schedule below)
3:00 PM – 3:45 PM	OMIG to Prepare Observations for Closing Conference
3:45 PM – 4:00 PM	Closing Conference

Interview Schedule – Day 2:

10:00 AM – 10:30 AM	Meet with Leadership
10:30 AM – 11:30 AM	Meet with Compliance Staff (Compliance Officer and staff, if any)
11:30 AM – Noon	Meet with Identified Trustees
12:30 PM – 1:00 PM	Meet with Finance and Billing Staff
1:00 PM – 1:30 PM	Meet with Risk Management Staff
1:30 PM – 2:00 PM	Meet with HR Management Staff
2:00 PM – 3:00 PM	Meet with Up to Three Random Staff
3:00 PM – 3:45 PM	OMIG to Prepare Observations for Closing Conference
3:45 PM – 4:00 PM	Closing Conference

All times are approximate. The schedule can be modified based upon availability of individuals who will be interviewed.