



New Agency Program and Fiscal Requirements Checklist

This checklist shows the areas an agency must strengthen to become an approved OPWDD provider. An agency may make changes to its application and resubmit it. Some agencies that may be strong programmatically but weak fiscally may wish to consider collaborating with an existing agency.

Background

Agency isn't incorporated as a non-profit agency.

Agency currently has unresolved program and fiscal difficulties.

Agency has board members or staff on the Medicaid Excluded Provider List

Program

The service the agency wants to provide is not an OPWDD service.

Agency hasn't identified individuals interested in receiving the services proposed.

Agency has no plan or has a poor plan to ensure quality and effectiveness of services.

Agency hasn't demonstrated that it has staff with the experience and expertise to provide and oversee the service.

Agency does not have a solid program organizational plan.

Agency does not show a solid grasp of the regulatory requirements.

Agency does not have a solid outline for a policy and procedure manual for the service(s) proposed.

Governance

Agency's board is not comprised of qualified individuals with diverse experience and expertise

Agency has board members or leadership who were affiliated with agencies that were previously involved in wrongdoing.

Agency does not have board minutes that reflect that board has taken an active governance role, is informed about agency's programs and finances, and is overseeing the Executive Director.

Board does not meet at least quarterly.

Agency has no bylaws or is not adhering to bylaws.

Agency has no plans to ensure board members receive training.

Fiscal

Agency didn't submit a budget and projected budget or budgets submitted did not seem reasonable for services to be provided.

Agency's compensation to leadership/administrative staff is too high for the amount of revenue it generates or plans to generate or does not meet regulatory requirements.

Agency didn't submit 990s or financial statements.

Agency isn't fiscally viable.

Agency does not have enough start-up funds or cash reserve and cannot ensure adequate cash-flow.

Agency could not provide information about the source of its operational funds.

Agency does not have any staff or board members with fiscal expertise or any plans to obtain staff/volunteer with fiscal expertise.

Agency has outstanding debts and/or disallowances from an authorizing agency and its fiscal plan to repay amount owed does not seem realistic.

Agency doesn't have a fiscal record system or the expertise to develop one.

Agency doesn't have solid financial policies and procedures in place.