

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

Purpose:

The Center for Discovery (“TCFD”) recognizes that a critical aspect of its Compliance Program is the establishment of a culture that promotes prevention, detection, and resolution of instances of conduct that do not conform to Federal and State requirements, the Organization’s ethical and business policies, and fraud, waste, and abuse prevention.

To promote this culture, TCFD has established processes to encourage effective communication and the reporting of compliance questions, issues, concerns, or events that will result in a thorough investigation and appropriate remedial actions.

For purposes of this Policy, the term “Affected Individuals” includes all employees including the Chief Executive Officer, administrative personnel, and Board members as well as any person associated with TCFD (this applies to any person or affiliate who is involved in any way with TCFD such that the person or affiliate contributes to the agency’s entitlement to payment under the Medical Assistance Program and who is not an employee, executive, or governing body member e.g. independent contractors, interns, students, volunteers, and vendors).

Policy:

It is the policy of TCFD to maintain a formal confidential and anonymous compliance reporting process to encourage the reporting of any known or suspected fraud, waste, and abuse; illegal or unethical acts; actual or suspected violations of Federal or State laws and regulations; actual or suspected violations of the Standards of Conduct, the Corporate Compliance Program, and TCFD’s policies and procedures; improper acts in the delivery or billing of services; and other wrongdoing (collectively referred to as “compliance concerns” for purposes of this Policy).

It is the Policy of TCFD to fully and promptly investigate all reports of any compliance concerns and take appropriate remedial and/or disciplinary action upon completion of the investigation.

Regulatory Reference:

Social Service Law 363-D

18 NYCRR Part 521

Procedures:

Reporting Process:

1. All Affected Individuals have an affirmative duty and responsibility to promptly report any compliance concerns.

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM:CCP-7(i)
		PAGE: 1 OF 7

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

2. An “open-door policy” will be maintained at all levels of Management to encourage the reporting of problems and compliance concerns through normal business channels and appropriate levels of the Organization for timely and effective resolution. The Organization recognizes there may be situations where such reporting is impractical or inappropriate. In those instances, direct access to various levels of Management may be more appropriate.
3. TCFD encourages all Affected Individuals, service recipients, vendors, and any party conducting business with it to promptly communicate questions, issues, or compliance concerns through any one of the following means:
 - Direct written or oral communication by fax, mail, email, telephone, or personal contact to the immediate supervisor, a member of Management, the Chief Executive, a member of the Corporate Compliance Committee (“CCC”), or the Compliance Officer.
 - Confidentially or anonymously to the Corporate Compliance Officer (“CCO”) through the Compliance Hotline (or other title or anonymous reporting mechanism). If the reporter elects to make the report anonymously to the CCO, no attempt will be made to trace the source of the report or identify the person making the report.
4. If the compliance concern is about the CCO, the Chief Executive is to be notified.
5. If the CCO receives a concern related to the Chief Executive, the CCO shall report such information to the President of the Board of Directors.
6. If a Board member has knowledge of a compliance concern as defined by this Policy, the Compliance Officer and the Chief Executive are to be notified. If there is a concern about the Chief Executive, the CCO and the President of the Board of Directors are to be notified.
7. Employees have the same obligations for reporting suspected compliance concerns committed by the Organization’s vendors or contractors.
8. Affected Individuals cannot exempt themselves from the consequences of their own misconduct by reporting the issue, although self-reporting may be considered in determining the appropriate course of action.
9. Strict confidentiality regarding the reporting of compliance concerns will be maintained unless the matter is subject to a disciplinary proceeding, referred to or under investigation

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM: CCP-7(i)
		PAGE: 2 OF 7

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

by Federal, State, or local law enforcement, or should the disclosure be required during a legal proceeding. Those staff assigned to complete any investigation of a compliance concern shall treat the investigation as entirely confidential and shall reveal no details or discuss the content or status of the investigation with Organization staff or any other party except as may be directed by the CCO or legal counsel. Failure of staff to respect the confidentiality of any investigation of a compliance concern may be grounds for disciplinary action up to and including termination of employment.

10. The CCO will ensure that all reports of compliance concerns as defined by this Policy are recorded on the Corporate Compliance Concern Report Form (attached to this Policy) and tracked on the Compliance Concern and Investigation Log (attached to this Policy).
11. Any member of Management who receives a report of a compliance concern will immediately notify the Compliance Officer and complete a Compliance Concern Report Form. The completed Form will be promptly forwarded to the CCO.
12. Knowledge of a violation or potential violation of this Policy must be reported directly to the CCO or the Compliance Hotline (or other title or anonymous reporting mechanism).
13. Affected Individuals who report issues or concerns that are unrelated to the Compliance Program shall be redirected to the appropriate department or party. In instances where the Affected Individual seeks confidentiality or reports anonymously, the CCO shall redirect the report to the appropriate department or party while maintaining the request for confidentiality/anonymity.
14. TCFD strictly prohibits its Management, employees, and Board members from engaging in any act, conduct, or behavior that results in, or is intended to result in, retribution, retaliation or intimidation (hereafter, collectively referred to as “retaliation”) against any party for reporting compliance concerns as defined by this Policy.
15. If an Affected Individual believes in good faith that they have been retaliated against for reporting a compliance concern or for participating in any investigation of such a report, the retaliation should be immediately reported to the CCO or the Compliance Hotline (or other title or anonymous reporting mechanism). The report should include a thorough account of the incident(s) and should include the names, dates, specific events, the names of any witnesses, and the location or name of any document that supports the alleged retaliation.
16. The CCO will ensure that the means for reporting actual or suspected compliance concerns to the CCO are communicated to all Affected Individuals and service recipients. The CCO’s contact information and Compliance Hotline number (or other anonymous

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM:CCP-7(i)
		PAGE: 3 OF 7

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

mechanism) will be published on the TCFD's website and visibly posted in a manner consistent with employee notification in locations frequented by TCFD employees.

17. The CCO's contact information and the Compliance Hotline number (or other anonymous mechanism) shall be provided to all Medicaid recipients of service.

Investigation and Resolution:

1. It is the responsibility of the CCO to conduct or oversee the conduct of all internal investigations involving compliance concerns and shall have the authority to engage legal counsel or other consultants, as needed. The CCO, in conjunction with the Chief Executive and legal counsel, will consider whether the investigation should be conducted under attorney privilege.
2. Before conducting an investigation of any compliance concern as defined by this Policy, the CCO shall ensure a full understanding of the relevant laws, regulations, and government issuances. If a reported violation is related to improper billing, the CCO will consider the need for an audit of billing practices and determine the scope of interviews.
3. If deemed appropriate, the CCO will recommend the cessation of internal activities that may be the cause of, or contribute to, the alleged non-compliance.
4. The CCO will determine the scope of the reported compliance concern and make a determination regarding the course of action, including the investigation process and notifications to be made.
5. Upon report notice or discovery of an alleged compliance concern, the CCO will conduct an initial inquiry into the alleged situation. The purpose of the initial inquiry is to determine whether there is sufficient evidence of possible non-compliance to warrant further investigation. The initial inquiry may include documentation review, interviews, audit, or other investigative techniques. The CCO should: (a) conduct a fair impartial review of all relevant facts; (b) restrict the inquiry to those necessary to resolve the issues; and (c) conduct the inquiry with as little visibility as possible while gathering pertinent facts relating to the issue.
6. If, during the initial inquiry, the CCO determines that there is sufficient evidence of possible noncompliance with any criminal, civil, or administrative law to warrant further investigation, the issue should be turned over to legal counsel. A memorandum to this effect should be directed to legal counsel with a copy to the Chief Executive. The CCO or Chief Executive will immediately make arrangements to retain legal counsel and no further internal discussion or investigative activity shall take place regarding the report

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM:CCP-7(i)
		PAGE: 4 OF 7

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

except as directed by legal counsel. Once legal counsel is retained, it will be determined whether legal counsel or the CCO will be leading the investigation.

7. All documents produced during the investigation by or under legal counsel to be possibly protected from disclosure should include the notation: "Privileged and Confidential Document; Subject to Attorney-Client Privileges; Attorney Directed Work Product."
8. For investigations that do not involve legal counsel, the CCO will determine which personnel possess the requisite skills to examine the particular issue(s) and will assemble a team of investigators, as needed. The CCO shall work with the investigation team to develop a strategy for reviewing and examining the facts surrounding the possible violation. The CCO will also decide whether the TCFD has sufficient internal resources to conduct the investigation or whether external resources are necessary. If it is determined that additional resources are needed, the CCO will work with the Chief Executive to secure such resources.
9. The CCO will be responsible for the investigation of and follow-up on any reported retaliation against a party for reporting a compliance concern or participating in the investigation of a compliance concern. The CCO will report the results of an investigation into suspected retaliation to the Chief Executive, the CCC, and the Board of Directors.
10. If at any time, during an investigation, it is determined that the situation warrants the retention of legal counsel, the CCO will immediately suspend the investigation and follow the process in Procedure #6 (Investigations and Resolution) above.
11. The CCO, in consultation with the CCC and, where appropriate, the Board, may undertake measures during an investigation of a compliance concern to protect the integrity of the investigation, prevent the destruction of documents or other evidence relevant to the investigation, and respect the due process rights of involved parties. Measures may include, but are not limited to, reassignment or placement on administrative leave until the investigation is complete.
12. The CCO will track the investigation, responsible parties, and due dates. The resolution of the investigation will be recorded on the Compliance Concern and Investigation Log (attached to this Policy).
13. The CCO should ensure that the following objectives are accomplished for each investigation:
 - The complainant or reporter, if known, is fully debriefed;
 - Appropriate internal parties are notified;

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM: CCP-7(i)
		PAGE: 5 OF 7

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

- The cause of problem, desired outcome, affected parties, applicable guidelines, and possible regulatory or financial impact are identified;
 - A complete list of findings and recommendations are provided;
 - The necessary corrective action measures (e.g., policy changes, operational changes, system changes, personnel changes, discipline, training/education) are identified; and
 - The investigation is documented.
14. Upon receipt of the results of the investigation, depending upon the scope and severity of the identified violations, the CCO may consult with legal counsel, the Chief Executive, and/or the CCC to determine: (a) the results of the investigation and the adequacy of recommendations for corrective actions; (b) the completeness, objectivity, and adequacy of recommendations for corrective actions; and/or (c) further actions to be taken as necessary and appropriate.
15. Upon conclusion of the investigation, the CCO will organize the information in a manner that enables the TCFD to determine if an infraction did, in fact, occur. The CCO will maintain all notes of the interviews, all evidence and documents as part of the investigation file. The investigation file will be securely maintained by the CCO.
16. If the CCO, in consultation with legal counsel, identifies credible evidence or credibly believes that a State or Federal law, rule, or regulation has been violated, the CCO will promptly report such violation to the appropriate governmental entity, where such reporting is otherwise required by law, rule or regulation. The CCO will receive and maintain copies of any reports submitted to governmental entities.
17. The CCO, in consultation with legal counsel, the Chief Executive, and the CCC, will evaluate any confirmed violation to determine if a voluntary self-disclosure of the violation is appropriate. In the event that voluntary disclosure is appropriate or required, the Compliance Officer will consult with legal counsel on the notification of appropriate government officials, private payors, or other entities. Notification shall be made within a reasonable time period from date of discovery and may include restitution of monies paid by the applicable Federal or State agency, payer, or other entity. The CCO will ensure that all overpayments are reported and refunded to the appropriate payer within 60 days of the identification of the overpayment and in accordance with the Billing Errors, Overpayments, and Self-Disclosure Policy and Procedure.
18. The CCO will be responsible for reporting the results of all investigations to the Chief Executive, CCC, and the Board.

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM: CCP-7(i)
		PAGE: 6 OF 7

THE CENTER FOR DISCOVERY

SUBJECT: Reporting and Investigation of Compliance Concerns Policy	MANUAL: Corporate Compliance
	SECTION: Section 7

19. The CCO or appropriate member of Management will inform the reporter, if known, of the conclusion of the investigation and the outcome, if appropriate.

Sanction Statement:

Non-compliance with this policy may result in disciplinary action, up to and including termination.

Compliance Statement:

As part of its ongoing auditing and monitoring process in its Corporate Compliance Program, TCFD will review this policy based on changes in the law or regulations, as TCFD's practices change, and, at minimum, on an annual basis. Additionally, this policy will be tested for effectiveness on an annual basis or more frequently as identified in accordance with TCFD's Corporate Compliance Program. Testing will include but is not limited to ensuring that the policy is appropriately followed; the policy is effective; the policy has been disseminated to all Affected Individuals, as well as notified of any updates or changes.

Tracking of the criteria above and results of this testing will be completed by the CCO, or designee. Additionally, results will be reported to the CCC and Governing Body on a regular basis.

Record Retention Statement:

TCFD will retain this policy and all subsequent revisions, and any related documentation will be retained for a period of, at minimum, six years.

ORIGINAL DATE: 09/02/11	SUPERSEDES: 09/02/11	
REVISION: 2	DATE: 04/18/24	FILE NUM:CCP-7(i)
		PAGE: 7 OF 7