

OSC/CCU GUIDELINE

DATE OF NOTICE: 8/3/10

TOPIC: PERSONAL SERVICES REVIEW (DHR)

BACKGROUND

The OSC/CCU checks that DHR's Personal Services Review requirements have been addressed. With the advent of CMS, Agencies and IHEs have been employing different means to provide evidence of such review. This Guideline clarifies how this should be done.

REQUIREMENTS

As of the date of this notice, when DHR mandates a Personal Services Review of a contract, evidence of such review or a waiver thereof, is required before OSC or OSC delegate approval. Such evidence may consist of any or all of the following:

1. A hard copy, and/or
2. A scanned copy attached to the CMS record, and/or
3. A properly finished task in the CMS record (Status field marked "Closed" and Completed field marked "True). Such task may be completed by either
 - a. The person responsible for the Personal Services Review, or
 - b. The contract administrator. In the "Task Creator Notes" field the contract administrator must specify who conducted the Personal Services Review, that person's authority to do so, and the results of the review.