



The Human Development Center, Inc. Policy & Procedure	Policy #204	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date: 06/01/2011	Subject: <p style="text-align: center;">Infraction Policy</p>

Infractions:

Infractions are considered to be misconduct, not adhering to codes of conduct, not following work rules, insubordination, failure to submit documentation and/or work logs timely, and any other work behavior that places the well-being of the program you work within or the company at risk. Staff will be allowed three infractions. Once three infractions are received the work relationship will be terminated. It is possible to receive more than one infraction at one time.

Core Infraction Areas:

Meetings:

It is the policy of the Human Development Center that all providers attend their scheduled meetings. This applies to in-house agency meetings, Plan of Care, Crisis Team, Child and Family Team meetings as well as Court Appearances and other related professional meetings you are expected and/or required to attend.

Fraudulent Activity:

It is the policy of The Human Development Center, Inc to detect and prevent fraudulent and abusive activity and that allegation of fraudulent activity is thoroughly investigated and that corrective/legal measures/actions are appropriate. This policy applies to any fraud/abuse, or suspected fraud/abuse, involving service providers and youth/families.

If it is determined that a service provider has committed any fraudulent activity, service provider will be terminated immediately. Service provider's last paycheck will be determined until findings of any money need to be repaid to funding source. If money owed is larger than final paycheck, HDC has the right to garnish wages until full amount is satisfied and the provider will be terminated.

Progress Note Documentation Timeliness:

It is Medicaid Law that Providers enter progress notes with 24 hours. Entering notes outside of a 48 hour time frame cannot be tolerated and will be considered an infraction.

Additional Infractions May Include:

Failure to submit signature logs when due. Also not attending scheduled clinician meetings.

Progressive Discipline Step:

1. Verbal warning that is documented and placed in personnel file.
2. Written warning.
3. 30 day notice.
4. Termination.