

# **NC ITP Policy-Procedure Acknowledgement & Attestation Form**

## **Who is expected to complete the NC ITP Policy-Procedure Acknowledgement Form?**

**All** permanent & temporary ITP employees including those at the 4 Contract CDSAs (e.g. Admin Professional staff, Business Office staff, EISCs, Clinicians, QA/QI Coordinators, Supervisors, CDSA Directors, Section Office staff)

While some information may not apply to all positions, it is important that everyone is aware of ITP policies and procedures.

## **Timeline for Completion**

- Existing employees~ December 31<sup>st</sup>, 2023. Then annually, due no later than December 31<sup>st</sup>.
- New Hires (anyone hired on or after 7/1/2023) ~ within 90 days from official start date. Then annually, due no later than December 31<sup>st</sup>.
- CDSAs may align the annual completion of this document with the employees yearly Performance reviews, which for most agencies begin July 1 and run through June 30<sup>th</sup>, with an interim review due in December.

## **Monitoring Completion**

The Part C Coordinator, Section Office Managers, and CDSA Directors, or their appointed designee, are responsible for monitoring completion and ensuring receipt of a signed Policy-Procedure Acknowledgement Attestation form for ITP employees they supervise, within the established timeline.

The initial and each annually signed Policy-Procedure Acknowledgement Attestation Form is to be retained in the employee's personnel file.

## **ITF Certification Credits**

New or refresher trainings surrounding ITP Policy and/or Procedures may be eligible for ITP credits, if incorporated into a formal training, with documented attendance and completion of an "In-House Training Request Form." Staff participating in such trainings can sign off and date the appropriate policy-procedure on the NC ITP Policy-Procedure Acknowledgement Attestation form as having been completed.

Training(s) of a clerical nature, such as a large group review of the policy-procedure, are not considered formal ITP training(s) and are not eligible for ITP credits. Please reach out to your assigned TA Coordinator with any questions or for further assistance.