

Annual Compliance Plan

Entity Name: United Cerebral Palsy of Central Pennsylvania

Effective: 02/2022-06/2023

Focus Area: Compliance Initiatives

Goal	Outcome	Target Objective	Performance Measures/Data Source(s)/ Frequency/Responsible Person
Dynamically communicate with all levels of the organization regarding compliance information.	The Compliance Officer will establish a system of communication to communicate compliance updates and solicit feedback on compliance initiatives.	By April 1, 2022, the Compliance Officer will ensure monthly communications are sent to all relevant employees.	Freq.: Monthly RP: Compliance Officer
Ensure work completed in an alternate work environment (i.e. work-from-home, work in the community, etc.) is compliant.	The Compliance Officer will routinely monitor potential compliance threats to make recommendations in an effort to prevent violations.	Starting in July 2022, quarterly compliance reviews will be conducted to determine potential compliance threats. The reviews will be used to make recommendations regarding resources needed to remedy such threats.	PM: # of compliance issues identified DS: Quarterly Compliance Reviews Freq.: Quarterly (at Compliance Committee Meetings) RP: Compliance Officer and Sr. Director of Operations

<p>Ensure employee understanding of purchase coding and requirements, tax exemption requirements, current form usage and correct points of contact within the fiscal department.</p>	<p>The Compliance Officer will determine gaps and use the identified gaps to make recommendations about adjustments to policies, procedures, forms, and employee education.</p>	<p>Initial data regarding errors will be gathered from April 2022 through June 2022 to determine a baseline. Starting July 1, 2022, a target will be established and monitored.</p>	<p>PM: # of Submissions to Fiscal Department by Operations Employees which require correction.</p> <p>DS: Fiscal Corrections tracking smartsheet</p> <p>Freq.: Quarterly (at Compliance Committee Meetings)</p> <p>RP: Compliance Officer</p>
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