

Staying On Target

THIS FORM IS NOT TO BE USED TO REPORT ABUSE OF A PERSON

AUTISM SERVICES, INC. CORPORATE COMPLIANCE PROGRAM
COMPLIANCE OFFICER: DONNA MARTINY 40 HAZELWOOD DR., AMHERST NY, 14228

It is Autism Services, Inc.'s goal to provide quality services while meeting high standards for ethical business practices and compliance with laws and regulations and you can help ensure that we are "Staying on Target" with that goal.

Please use this form, call the hotline at 631-5777 ext. 644, contact the Compliance Officer or a member of the agency's Corporate Compliance Committee, to report issues of concerns about suspected fraud, waste, or other improper or unethical business practices or regulatory compliance concerns by any employee, Board member, vendor independent contractor, or other person associated with the agency's entitlement to payment under Medicaid. You can also place this form in the Compliance Dropbox located in the front foyer at 40 Hazelwood Drive, Amherst NY 14228.

Some examples of concerns employees are expected to report include:

• Misleading documentation • Documenting or claiming services that were not provided • Theft • Misuse of funds, debit or credit cards, time and attendance • Conflicts of Interest • Inappropriate or unauthorized release of confidential information, verbal, written or electronic • Any kind of false billing claims • Retaliation • Other violation of the Compliance Program

It is difficult to list every possible area of non-compliance, so employees are encouraged to discuss any questionable issue or observation with their supervisor or complete this form and the Corporate Compliance Officer will review the situation.

Description of concern: _____

Site/Location: _____

****All correspondence is strictly confidential and anonymous if desired.****

Optional: Keep in mind if you do not identify yourself, you will not be notified of the results of the review.

Thank you.

(Please print)

Name: _____

Phone: _____

Yes, you may contact me for more information _____

I prefer to remain **anonymous** _____

Thank you for

Staying On Target

By reporting your **ethical or compliance concerns**, you are helping to ensure that ASI is "STAYING ON TARGET" and continuing to provide excellent service.

Donna Martiny, Compliance Officer
Autism Services, Inc., 40 Hazelwood Drive
Amherst, NY 14228

631-5777 x 644 / complianceofficer@autism-services-inc.org

Please note, we cannot guarantee the anonymity of emails or the Compliance Hotline. If you prefer to remain anonymous please mail this form to the attention of Donna Martiny without a return address or drop this form in the Compliance Dropbox located at 40 Hazelwood Drive Amherst, NY 14228.

To **learn more** about ASI's Compliance Program:

- Speak with your supervisor
- Consult your Employee Handbook or the Compliance Plan and Policies

or

- Contact the Compliance Officer

AUTISM SERVICES, INC.



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AUTISM SERVICES, INC.'S COMMITMENT TO
ETHICAL STANDARDS AND CORPORATE COMPLIANCE