

Fraud Reporting Responsibilities

Employees are required to read and adhere to the Crossroads Community Services Board Standards of Conduct. Employees are also responsible for reviewing and adhering to the Internal Controls and Fraud Reporting Policies and Procedures; copies of which are available at all service sites and provided at the time of initial employment. If at any time, employees have questions or concerns related to compliance of the afore mentioned or encounter a situation that they suspect may violate these policies and procedures, the employee has the responsibility to report this to the Executive Director, Director of Administrative Services and/or Quality Assurance Utilization Review Manager as required in the applicable policy. Employees may report directly or through their supervisor. However, supervisors must immediately report all concerns or issues to the appropriate individual as noted above. Employees should understand that in some instances, the mere failure to report a suspected violation may itself be a basis for disciplinary action against an employee and, in some cases, may legally be classified as a misdemeanor.

Non-Retaliation and "Good Faith" Reporting

No retaliatory action will be taken against an employee for reporting in "good faith" any compliance concerns. "Good faith" requires that the employees report information, as they understand it to be true, without fabrication. Employees who report their own behavior as non-compliant are not exempt from disciplinary actions if called for by regulations, law, or policy. However, self-reporting of violations is seen as positive and may result in a lessening of consequences for the employee. Employees who feel that they have suffered retaliation related to fraud reporting should contact the Human Resources Coordinator.

While Crossroads Community Services Board will protect all employees reporting in "good faith" any suspected fraudulent activities, deliberately making a false or misleading report or accusation against other employees is a serious offense and may lead to disciplinary action.