

2025 Corporate Compliance Work Plan

<u>Task</u>	<u>Target Quarter</u>	<u>Person(s) Responsible</u>	<u>Completion/Status</u>
HIPAA Security Risk Assessment (External)	1st	Henry	Work started 11/2024 and ongoing
Conduct Compliance Risk Assessment	1st	Compliance Committee	Completed 11/2024
Conduct Compliance Program Assessment	1st	Compliance Committee	Completed 11/2024
Sign Compliance Committee Non-Disclosure Agreement	1st	Each Committee Member	Completed 2/2025
Update CMS 855A Form	1st	Henry	Work in Progress
Quarterly Report to Board of Directors	1st	Lisa	Completed 3/31/2025
Compliance Policy Review/Revision	1st	Lisa	
HIPAA Policy Review/Revision	1st	Henry/Jen	
Compliance Official Webinar-February	1st 2/10/2025	Lisa (Committee members invited)	Webinar attended. Materials provided to Committee members
Compliance contest for employee education	1st	Lisa	Completed 2/2025
Signed Annual Conflict of Interest Attestations from Board Members and Executive Staff	1st	Henry	
Annual Code of Conduct review by Board Members with signed attestation	1st	Henry	
Personal Care Mock Survey	1st February 3rd - 5th	FSA Audit	Audit conducted. CAP sent to Compliance Manager 2/26/25
Sanction Screening Vendor List Review and Updating	1st	Lisa/Julie	Completed 3/2025
Review 4th Quarter QA Report from Symbria Rehab	1st	Jen	
Review Complaint Log from 4th Quarter 2023	1st	Jen	
Vendor Compliance Notification including EJA Notice and Sanction Screening to Physicians	2nd	Henry/Julie	
PEPPER Report review and analysis	2nd	Henry/Jen/RNAC's	
Compliance Official Webinar-April	2nd 4/14/2025	Lisa (Committee members invited)	
Compliance contest for employee education	2nd	Lisa	
Life Safety/Emergency Preparedness Audit	2nd Marth 31st - April 2nd	FSA Audit	

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Quarterly Report to Board of Directors	2nd	Lisa	
Compliance Official Webinar-June	2nd 6/9/2025	Lisa (Committee members invited)	
Sanction Screening Vendor List Review and Updating	2nd	Lisa/Julie	
Review 1st Quarter QA Report from Symbria Rehab	2nd	Jen	
Review Complaint Log from 1st Quarter	2nd	Jen	
Medicare B Billing Audit	3rd August 12th - 14th	FSA Audit	
Compliance Official Webinar-August	3rd 8/11/2025	Lisa (Committee members invited)	
Quarterly Report to Board of Directors	3rd	Lisa	
Sanction Screening Vendor List Review and Updating	3rd	Lisa/Julie	
Review 2nd Quarter QA Report from Symbria Rehab	3rd	Jen	
Review Complaint Log from 2nd Quarter	3rd	Jen	
Compliance contest for employee education	3rd	Lisa	
Executive Session and Annual PCCP Report to Board of Directors	11/5/2025	Karla Dreisbach	
Compliance Official Webinar-October	4th 10/13/2025	Lisa (Committee members invited)	
Medicare A Audit	4th November 11th—14th	FSA Audit	
Compliance contest for employee education	4th	Lisa	
Sanction Screening Vendor List Review and Updating	4th	Lisa/Julie	
Compliance Official Webinar-December	4th 12/1/2025	Lisa (Committee members invited)	
Review 3rd Quarter QA Report from Symbria Rehab	4th	Jen	
Review Complaint Log from 3rd Quarter	4th	Jen	
Quarterly Report to Board of Directors	4th	Lisa	