

CONTRACT HANDLING PROCEDURE

PROCEDURE

ACTIONS	Exec. Director	Program Manager	Therap Program Administrator	Comments
1. Storage Location of contract forms: Host Home Provider,	X	X	X	Provider file
2. Tracking in-service, Host Home Provider	X	X	X	Therap
3. File after signature of Host Home Provider and Director	X			Provider file
4. Deliver copy to HHP	X			