



Lifestyles for the Disabled, Inc.

930 Willowbrook Road, Bldg 12-G, Staten Island, NY 10314
Phone: 718-983-5351 • Fax: 718-983-5383 • www.lfdsi.org

Lifestyles for the Disabled

Corporate Compliance

Lifestyles for the Disabled's Compliance Plan, as well as our policies and procedures require compliance with all laws and regulations. It also establishes our commitment to promoting honest conduct and ensuring that business transactions are transparent and respectful of all state and federal laws, applicable codes and regulations that govern and fund our services.

Lifestyles' Compliance program includes:

1. Written standards of conduct, policies and procedures. Our Code of Conduct, Code of Ethics, and employee handbook set clear expectations about how we to act towards the individuals and families that we support, the vendors that we do business with, the governmental bodies that regulate and fund us, and our own colleagues.

We have the following policies and procedures in place:

- Conflict of Interest
- Compliance, and Ethical reporting responsibilities
- False claims and Whistleblower
- Incident reporting
- Abuse, neglect, or mistreatment of any individual receiving services
- Employee Time and Attendance
- Documentation of service delivery
- Billing for services, with a checks and balance system to detect, record, and correct errors
- Inappropriate use of Medicaid funding
- Business agreements with consultants and vendors
- Gift acceptance/giving in exchange for services or kickbacks
- Theft of agency resources
- Illegal or illicit activity during working hours

2. The Compliance Officer:

The agency's Compliance Officer monitors and coordinates compliance activities. The Compliance Officer ensures that all staff are trained on the CC plan, and that the plan that the agency follows is effective. The Compliance Officer reviews all compliance activities.



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with the Administrative staff, as well as the Board of Directors' Compliance committee. The Compliance Officer will ensure that all reports of violations of the Code of Ethics, waste, fraud, or abuse are immediately investigated, and a rectified in a timely manner.

3. Education and Training:

All staff receive training on the compliance plan when completing their new hire orientation, as well as an annual refresher. Administrative staff and Board of Directors also receive this training. All staff are expected to uphold the agency's standards outlined in the employee handbook, as well as the Code of Conduct. Failure to do so subjects them to disciplinary action, which may result in warnings, suspensions, or termination.

4. Corporate Compliance Hotline:

Lifestyles' is committed to providing an environment that encourages open communication for all staff. Staff, vendors, and contractors who suspect that there may be an issue with abuse, fraud, or waste are asked to report the issue to a member of the agency's management team, the Corporate Compliance Officer, or anonymously to our hotline.

5. If you suspect fraud, have concerns or questions about any documentation or compliance issues you can contact:

- Barbara Bishop-Lewis COO/Compliance Officer at (718) 983-5351 ext 239
bbishoplewis@lfdsi.org
- 6. To report a compliance issue you can either email the compliance hotline, or call the hotline, which allows for anonymous reporting.
- Email: LifestylesComplianceProgram@lfdsi.org
- Hotline phone # (347) 215-4081, if you wish to call anonymously Dial *67, then the phone number.

No member of Lifestyles who submits a good faith report of illegal or unethical activity by others will be subjected to harassment, intimidation, or adverse employment actions.