

**PROGRAM OPERATIONS
DIRECTIVE 1.1**

SUBJECT: Weekly Activity Notes

ISSUED: September 6, 2012

***Reviewed 7-6-2016**

Purpose:

The purpose of this correspondence is to clarify expectations for the review and approval of weekly activity form documentation.

Definition:

Weekly Activity form is used to document the activities of the week in accordance with the IPOS goals/objective(s).

Requirement:

Primary case holder will review the weekly notes on a weekly basis to ensure that services are delivered per the IPOS.

If the services provided exceed what has been authorized in the IPOS please complete the Contract Agency Claims form. Indicate the billing was submitted by the agency followed by the corrected time for billing per the IPOS.

Submit the Contract Agency Claims correction form to Tammy Mylan for processing.