

Provider Manual Competency Exam

- TRUE FALSE 1. The ATR Ohana Provider Manual covers **all** potential decision points, dilemmas, and/or circumstances that may be faced by ATR Ohana provider staff when interacting with clients, community stakeholders, and Hawaii Alcohol and Drug Abuse Division (ADAD) ATR Ohana staff.
- TRUE FALSE 2. Once issued to an ATR Ohana provider agency, the ATR Ohana Provider Manual will never be edited, amended, or updated during the course of the ATR Ohana Project.
- TRUE FALSE 3. The ATR Ohana Provider Manual sections and appendices is considered public information. The Provider Manual may be duplicated and redistributed by ATR Ohana provider agencies to all agency staff with involvement or interest in the ATR Ohana project.
- TRUE FALSE 4. Section 6 WITS in the ATR Ohana Provider Manual has not yet been released by the WITS contractor, FEI. Once it is issued, it will be provided to all ATR Ohana provider agencies and will be considered a valid part of the ATR Ohana Provider Manual.
- TRUE FALSE 5. Once the ATR Ohana Provider Manual has been distributed, the ATR Ohana provider must assure that their staff delivering, documenting, and/or making claims for payment related to ATR Ohana funded services to clients comply with all rules, requirements, policies, and procedures, as listed in the Procedure Manual.
6. The following Section of the ATR Ohana Provider Manual will not be appropriate to distribute to ATR Ohana provider agency staff:
- a. Section 3 Agreements.
 - b. Section 4 Training.
 - c. Section 6 WITS.
 - d. All of the above Provider Manual Sections are appropriate to be distributed to ATR Ohana provider staff.
7. Section 5 Procedures may include various topics and protocols that are:
- a. Recommended by ADAD ATR staff to assure consistency among all ATR Ohana provider agencies.
 - b. Required by state statute or federal law.
 - c. Situations that the provider should consider and create internal agency policy and procedures to address.
 - d. Section 5 Procedures will include all of the above types of information.

8. Delivery of the ATR Ohana Provider Manual requires in-person written confirmation that the document has been received by a representative of the ATR Ohana Provider Agency, along with the date that the Provider Manual was delivered. Periodic edits and/or updates to the Provider Manual will:
- a. Require in-person, signed receipt of the edit or update before the ATR Ohana provider agency will be responsible for compliance with the edit or update.
 - b. Be effective immediately upon distribution in writing to the provider agency.
 - c. Be effective for the duration of ATR Ohana unless further edited or updated.
 - d. Allow ADAD to terminate the provider agency's MOU for ATR Ohana if the provider agency declines to abide by the edits or updates.
 - e. Include all of the above EXCEPT "a".