

## Vendor Files

- I. The local agency vendor coordinator will keep a file documentation for each vendor that has been authorized in their clinic service area.

- a. ~~It is the option of the local vendor coordinator whether they choose to maintain traditional paper files or keep electronic files with scanned copies of documents.~~

- II. Vendor files will contain the following documentation to be retained includes:

- a. The vendor contact log in VISION will be utilized to document all contacts with the vendor;
  - b. A copy of the current Vendor Agreement will be uploaded in SharePoint by the State Office;
  - c. A copy of any written complaints will be retained and also uploaded in VISION in the scanned documents;
  - d. A copy of monitoring instruments will be scanned into SharePoint under Vendor Management;
  - e. Copies of documentation from vendor training will be scanned and uploaded into SharePoint under Vendor Management; and
  - f. Copies of specific correspondence sent to the vendor.

- III. Documentation older than four years may be removed from the files and destroyed.