New Service Provider Agency Information Requirements

1. A description of your agency mission and philosophy and how it is consistent with the mission of One Sky:
   a. One Sky has been designated by the state of New Hampshire as the Area Agency for Region VIII. In pursuit of our mission, we assist people with developmental disabilities or acquired brain disorders to live as valued and participating members in their communities.

2. A description of the scope of services your agency provides

3. A copy of your agency’s operational policies and procedures which will be utilized in the provision of service. These policies must include:
   a. management procedures
   b. supervision of coordinators and direct care staff
   c. training requirements of staff (including curriculum used)
   d. utilization of consultants
   e. access to nursing and medical service
   f. backup and emergency response procedures

4. A description of the personnel who will be available to support service providers including personnel credentials, training and education

5. A description of your Quality Assurance plan including copies of any tools utilized

6. A description of how your agency promotes individual and family choice, control and involvement in planning, design, implementation and monitoring or supports

7. A copy of your most recent annual audited financial statement

8. At least 3 references whom we can contact that include all the following:
   a. Individuals and/or families who have received your services
   b. Human service agencies which have collaborated with your agency
   c. Agencies which have funded services provider by your agency

9. A list of your Board of Directors with their credentials, indicating if positions are paid (if applicable)

10. Resumes of the President/Executive Director and the other key staff

11. A copy of your articles of incorporation and recent certificate of Good Standing

Note:
- We encourage you to submit any additional information you feel will provide us with a full picture of your organization.
- Likewise, One Sky reserves the right to request additional information.
- If you are certified as a service provider to One Sky Community Services you will be required to enter into an annual master service agreement before services may begin.