

Information Sheet for the Centralized Repository Vault

House Bill 1488, signed into law as Public Act 97-0558 by Governor Pat Quinn on August 25, 2011, specifically directs a Management Improvement Initiative Committee (MIIC) to implement recommendations across the five State human services agencies that will result in greater efficiencies for not only State agencies, but also the community-based providers working on the State’s behalf.

One of the six focus areas for the MIIC is the Centralized Repository Vault (CRV). The CRV:

- Is a technology solution used to house and manage the key documents of the organizations that provide services on behalf of the State
- Eases the burden of service providers in responding to the numerous data requests necessary to retain contract compliance (all documents will be in a centralized place)
- Allows providers to spend fewer precious resources on administration and more on critical direct services to clients

Highlights of the CRV include:

- A web-based platform, supported by the State of IL, that necessitates no additional software or hardware purchases (to use CRV, Internet access is required)
- Security measures that protect confidentiality (providers can only access their documents), but allow providers to easily upload and manage key data
- A feature linking provider contracts from the Comptroller’s Office to the CRV enabling more efficient administration by the contracting State agencies

Information that providers are required to upload to the CRV (where applicable) includes:

Amendments and Addenda to the Contract	Registration as a Charitable Organization
Articles of Incorporation	Tax Exempt Letter
Corporate By-Laws	CFDA Number(s)
List of Board Members	Most recent A-133 Audit
Central Contractor Registration (CCR #)	IRS Form 990 (or other tax documentation)
DUNS Number	Management Letter (most recent audit)
Name and Address of Certified Agent	Financial Statement Audit
Letter of Good Standing from Sec. of State	Org. Charts and Employee Handbook

For descriptions of the above documents/information, please see the CRV website, www.dhs.illinois.gov/CentralizedRepositoryVault

Information/credentials necessary for registration to the CRV site (registration is free):

- *An Illinois.gov ID* (there is a link on the site for those who need to obtain an ID)
- *The DUNS number of the provider organization* (there is a link on the site for organization that do not have a DUNS number)
- *The provider organization’s Federal Employer Identification Number (FEIN)*
- *Adobe Reader 9+ and Flash Player 10+ software* (there is a link on the site for free software downloads, if necessary)

Benefits of using the CRV:

- Ease of use; documents can be uploaded to the CRV from any computer with internet access (documents must be in pdf format)
- Security; the State of IL internet platform has multiple layers of security to safeguard document integrity and prevent unauthorized access to confidential material
- Document management; once documents are uploaded to the CRV, they will remain stored and backed-up for a period of seven years, satisfying record retention policies