

Centralized Repository Vault

CRV

CRV

- ▶ CRV is a key component of the Management Improvement Initiative Committee (Public Act 97-0558)
- ▶ CRV is a technology solution used to house the key documents of organizations that provide services on behalf of the five State human services agencies (Aging, DCFS, HFS, DHS, Public Health)
- ▶ CRV eases the administrative burden of service providers responding to numerous data, licensing and program monitoring requests necessary to remain in compliance with contractual/licensing provisions

CRV

- ▶ Information that providers are required to upload to the CRV (where applicable) includes:
 - Amendments and Addenda to the Contract
 - Articles of Incorporation
 - Corporate By-Laws
 - List of Board Members
 - Central Contractor Registration (CCR #)
 - DUNS Number
 - Name and Address of Certified Agent
 - Registration as a Charitable Organization
 - Tax Exempt Letter
 - CFDA Number(s)

CRV

- ▶ CRV Documents for uploading (Continued):
 - Most recent A-133 Audit
 - IRS Form 990 (or other tax documentation both Federal and State)
 - Management Letter (most recent audit)
 - Financial Statement Audit
 - Letter of Good Standing from Secretary of State
 - Organizational Charts and Employee Handbook
 - Employee Handbook
 - Illinois Department of Human rights/Verification
 - W-9 Tax Form
 - LTC Providers Monthly Assessment Report
 - Consolidated Financial Report (CFR)
 - Personnel/Administrative Information Form
 - Provider Demographics Information Form

CRV

CRV Participation Requirements:

- ▶ Provider Contact must have an Illinois.gov ID from the [State of Illinois CMS Identity Management System](#)
- ▶ Provider must have a [DUNS Number](#)
- ▶ Provider must complete and submit the [CRV Registration \(pdf\)](#) form.
- ▶ Provider **MUST** be granted approval by a CRV Administrator **BEFORE** attempting to login. Notification of approval will be sent via email.
- ▶ Refer to the DHS Webpage entitled “**Centralized Repository Vault (CRV)**” <http://www.dhs.state.il.us/page.aspx?item=58833>

Registration Questions

- ▶ For questions regarding the CRV registration process, please contact Steven Shaw at DHS.CRV.Support@illinois.gov or by telephone at (312) 793-0027

FY14 Provider Manual

Provider Manual

**FY14 DHS/DMH Community Mental Health
Provider Manual is located on this webpage:**

<http://www.dhs.state.il.us/page.aspx?item=33244>

Provider Manual has information and links to
information on

- DMH
- Collaborative
- Provider Eligibility
- Consumer Eligibility and Enrollment
- Claims Submission
- Other important related information