

**Compliance Report Form**  
The Friendly Home

Submitted By: \_\_\_\_\_  
*(Confidential)*

Department: \_\_\_\_\_

Submitted to: \_\_\_\_\_

Date: \_\_\_\_\_

Details of Report: \_\_\_\_\_

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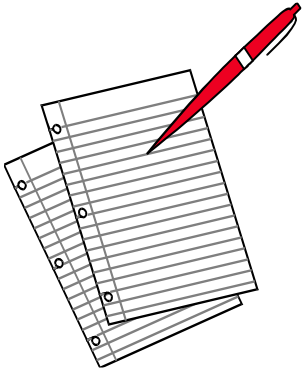
\_\_\_\_\_

*Corporate Compliance Officer:*  
**Michael Perrotta**  
Senior Vice President of Housing  
Executive Director of Cloverwood and  
Linden Knoll

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Rochester, NY 14618

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**THE  
FRIENDLY HOME**



*Corporate  
Compliance  
Program*



### What is a corporate compliance plan?

A corporate compliance plan is simply a written program to promote ethical behavior and reduce the likelihood of health care violations.



### Why do we have a corporate compliance plan?

Our corporate compliance plan (“Plan”) was implemented to ensure compliance with the complex health care laws and to set forth our policy and commitment to honest and ethical behavior. The Plan will



communicate to those associated with the nursing home, what we are doing to comply with the laws and what we expect of you in the delivery of health care services to residents.

### Who is in charge of the Plan?

The Chief Financial Officer is the Compliance Officer and is in charge of our Plan. He works closely with the Administrator to provide training on compliance issues and maintain the Plan.

### Where is the Plan located?

The Plan is located in the Administrative, Finance, Human Resources, Nurse Supervisor and Nursing Administration offices of the nursing home and is available for review upon request.

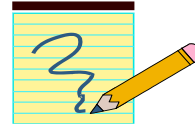


### When did the Plan begin?

The Plan began in November, 2000 and will remain effective indefinitely.

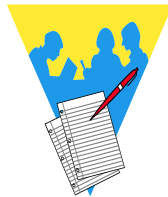
### Who needs to know about the Plan?

All employees, health care professionals and vendors of the nursing home are required to understand and comply with the Plan. Information will be distributed to everyone during implementation, upon hire or association with the nursing home, and whenever significant changes are made.



### Will there be training on the Plan?

Employees of The Friendly Home will receive training on the Plan during implementation, upon hire, annually, and as deemed necessary by the Compliance Officer for new developments or significant changes. Health care professionals and vendors will receive information during implementation of the Plan, upon contract renewal and upon association with The Friendly Home.



### What if I have questions regarding the Plan?

Questions and concerns regarding the Plan should be resolved immediately with the Compliance Officer or your supervisor.

### What is my duty with respect to the Plan?

All employees, health care professionals and vendors have a duty to:

- Understand the standards and policies as stated in the Plan
- Comply with the Plan
- Report suspected instances of misconduct to the Compliance Officer
- Sign an acknowledgment verifying the above facts.

### How do I report suspected misconduct?



We want to hear from you! If you see or hear about

something that appears to be out of the ordinary or may be a potential violation or misconduct, we encourage you to discuss it with the Compliance Officer. We have an open-door policy and a confidential reporting system because we care about what you think and what your concerns are. Employees, healthcare professionals, and vendors may report their concerns or suspected misconduct confidentially to the Compliance Officer in any of the following ways:

- One-on-one discussion
- Submit a completed compliance report form in person or by mail. (Forms available Auditorium or HR)
- Telephone Hotline: 585-789-3353
- E-mail: [corporatecompliance@friendlyhome.org](mailto:corporatecompliance@friendlyhome.org)

