

Vendor Files

- I. Vendor documentation to be retained by the local vendor coordinator includes:
 - a. The vendor 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.
- II. Paper documentation older than four years may be removed from the files and destroyed.