

FCSS INDEPENDENT CONTRACTOR – ANNUAL COMPLIANCE CHECKLIST 2016

This compliance checklist forms part of the Independent Contractor Agreement that you have signed. All Contract Workers are required to ensure they are aware of legislative and regulatory requirements as they impact their service to FCSS and our clients. Many of these requirements are those of our funders and accreditors to ensure the highest quality of care and services to our clients. In Appendix #1, links have been provided to facilitate access to the documents identified in the checklist.

Failure to complete this checklist may result in the termination of the Agreement.

I, _____, hereby confirm that I have reviewed and completed the
[please print first & last name]
 requirements as outlined below. I understand and agree to abide by FCSS policies and procedures.

Item	Requirement	Date completed* *required no later than 2 weeks after signed contract	Initial as confirmation
Qualifications	a-Proof of current qualifications b-provide updated resume*		
Registration/Insurance	a-Proof of your current registration including your certification # and name of regulating body. b-Proof of your current certificate re: professional liability coverage		
You are currently a member in good standing of your college or regulatory body.	Please indicate Yes, No, or Provisional and provide your initials to confirm your status with your regulatory body.		
Confirmation of other sources of revenue	Your initials will confirm that this contract is not your sole source of revenue per CRA standards for Independent Contractors		
Confirmation of timelines for client related documentation	Your initials will confirm that you are aware of the required timelines for client related documentation to be		

Item	Requirement	Date completed* <i>*required no later than 2 weeks after signed contract</i>	Initial as confirmation
	completed/filed		
FCSS Confidentiality and Release of Information Agreement	Review, sign and return the attached agreement		
Review of FCSS Operations Manual	<p>Review the manual located – Contract drive. Your initials will confirm that you have read and understand the Agency’s policies included in manual; and, will comply with the following :</p> <p>For all Contract Providers: [See Appendix 1 with links]</p> <ul style="list-style-type: none"> <input type="checkbox"/> FCSS Standards of Practice For clinical services – FCSS Standards of Practice <input type="checkbox"/> The Ontarians with Disabilities Act (AODA)/ Accessibility Standards for Customer Service/ Quality Assurance Measures for any contractors who work with people with a developmental disability <input type="checkbox"/> The Income Tax Act (Federal & Provincial)/CRA regulations – pertaining to Independent Contractors <input type="checkbox"/> The Occupational Health & Safety Act (OHSA) including Violence & Harassment in the Workplace (Bill 168) <input type="checkbox"/> The Ontario Human Rights Code <input type="checkbox"/> The Personal Information Protection and Electronics Documents ACT (PIPEDA) <input type="checkbox"/> The Personal Health Information Act (PHIPA) <input type="checkbox"/> FCSS Client Bill of Rights & 		

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	<p>Responsibilities (also available in plain language)</p> <ul style="list-style-type: none"> <input type="checkbox"/> FCSS Privacy & Practices (also available in plain lang.) <input type="checkbox"/> FCSS Customer Service Standards <p>For Contractors providing Clinical Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Code of Ethics of your regulatory body <p style="text-align: center;">-----</p> <p>For contractors providing Developmental Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Social Inclusion of Persons with Developmental Disabilities Act <input type="checkbox"/> The Ontario Highway Traffic Act <input type="checkbox"/> Quality Assurance Measures & Regulations. <p style="text-align: center;">-----</p> <p>For contractors providing Financial Health & Literacy services</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Bankruptcy & Insolvency Act <input type="checkbox"/> The Office of the Superintendent of Bankruptcy 		