**Important Steps Inc.**

**Corporate Compliance Policy**

***Important Steps Inc. strictly abides by the rules and regulations set forth by the New York State Department of Health and Mental Hygiene, the New York State Bureau of Early Intervention, the New York City Early Intervention Program, the New York City Department of Health and Mental Hygiene, and the Office of the Medicaid Inspector General.***

As a provider of Early Intervention services, Important Steps has developed its Policies and Procedures, as well as its Compliance policy, in accordance with the regulations set forth by the above-mentioned agencies.

It is incumbent upon Important Steps to adhere to these rules and regulations and impart all necessary compliance information to its therapists and the families that Important Steps serves.

Important Steps, Inc. has established a **Corporate Compliance Program** which promotes an organizational culture that encourages and fosters ethical conduct and furthers our commitment to compliance with the laws, rules, and regulations of the New York State Department of Health and Mental Hygiene, the New York State Bureau of Early Intervention, the New York City Early Intervention Program, the New York City Department of Health and Mental Hygiene, and the Office of the Medicaid Inspector General, which govern our operations while enhancing quality services to the children and families we serve.

Important Steps, Inc. employs various systems of operations to ensure that our agency is successful and sustainable. In order to do this, Important Steps relies on both internal and external fiscal and programmatic audits, personnel reviews, client reviews, self-assessment tools, and analysis of current trends. Effective and open lines of communication, as well as accurate measurements, assure the achievement of our goals. The Compliance Program is then incorporated into our operations, which is committed to the highest standards of performance and quality of services.

Important Steps Inc.’s Medicaid Compliance Policy denotes our intention to prevent fraud. Our policies require our therapists and implore our families to report anyone suspected of fraud. An anonymous **hotline** has been set up for this purpose. The toll free number to call is 1 (**866)-882-2144.**

The good faith participation of employees, directors, officers and agents of Important Steps, Inc. is assured and protected by the development and effective implementation of policies of non-intimidation and non-retaliation. Accordingly, no employee, officer, director or agent of Important Steps, Inc. shall intimidate or retaliate in any way against any individual acting in accordance with the Plan.

For our complete Compliance Policy, please contact the Important Steps Compliance Officer,

Janet Reznik, at 718-882-2111 x104 or jreznik@importantsteps.com.