



BACK-UP STAFFING INCIDENT REPORTS

Providers are still required to submit back up staffing forms. Forms will be due to the MCO every 2 weeks. Attached below is the revised form that should be submitted to the MCO for back up staffing.

Reminder - Back up staffing forms should be submitted when services are missed due to staff not being able to provide services. Beneficiaries miss hours for several reasons including but not limited to weather conditions, vacations, holidays, etc. Back up staffing reports only need to be completed when services are scheduled and staff are unable to provide services.

Reminder - When staff quits unexpectedly, it is recommend to do a plan revision if it is not working. Providers should ensure staff understand the plan and know the plan.

Thank you for your assistance.

FTPBUS FORM

This form is also available on our website.

Need to Send a Secure Email?

Zixmail is available to our Provider Network through the Provider Portal.

[ACCESS ZIXMAIL](#)



STAY UP TO DATE WITH SOCIAL MEDIA AND OUR EVENTS CALENDAR

[Trillium Health Resources Facebook](#)



[Trillium YouTube Channel](#)



[Trillium Direct Connect for Recovery](#)



[Twitter](#)



[Trillium Direct Connect for Enrichment](#)



[Trillium Events Calendar](#)