Chapter Title	Section #		Subject #
Fiscal	F		240
Subject Title **Contracts & Provider Management**	Adopted 3/31/03	Last Revised 9/23/19	Reviewed 10/17/05; 8/28/06; 4/28/08; 4/27/09; 4/26/10; 5/23/11; 6/25/12; 6/24/13; 8/25/14; 8/31/15; 9/26/16; 9/25/17; 9/24/18; 9/23/19

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

It is the intent of this policy to ensure the following:

1.1 Agency contracts are within the approved annual plan and operating budget.

1.2 Agency contracts and the contracting process are in compliance with applicable regulatory standards.

1.3 Contracted providers are in compliance with contract requirements.

2.0 Contracting Process

2.1 Contracts shall be procured based on assessment of persons served and agency needs and in order to maintain adequacy of The Right Door for Hope, Recovery and Wellness provider network.

2.2 All contracted providers shall meet network requirements through a formal application and credentialing process.

2.3 The contracting process shall follow established procurement standards set forth by the Board and in compliance with state and federal regulations.

2.4 Per diem rates for residential contracts shall be set according to current The Right Door for Hope, Recovery and Wellness methodology.

2.5 All inpatient facility admissions must be authorized through the prescreening process, as established by the CEO in The Right Door for Hope, Recovery and Wellness procedures, and in accordance with State regulations.

2.6 To the extent possible/feasible, contracts entered into as a source of revenue shall provide for reimbursement of the full costs incurred.

2.7 Contracted providers shall be subject to an annual review of

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quality of services, competency in the provision of services, and adherence to contract, accreditation, and policy and procedural requirements.

3.0 Contract Approval

3.1 The Right Door for Hope, Recovery and Wellness Board empowers its Chief Executive Officer (CEO) with the authority to enter into contracts that are $20,000.00 or less per fiscal year without formal approval by the Board.

3.2 The term of authorized contracts shall be for one year or less and fall within the current fiscal year cycle. Exceptions require Board approval.

3.3 All contracted providers shall be evaluated before contracts are renewed.

3.4 The Right Door for Hope, Recovery and Wellness will not discriminate against contract providers due to race, color, religion, national origin, age, sex, handicap, disability, height, weight, marital status, sexual orientation, or political affiliation.

3.5 The contracted provider, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, handicap, disability, height, weight, marital status, sexual orientation or political affiliation.

3.6 The contracted provider's relationship with The Right Door for Hope, Recovery and Wellness is that of an independent contractor.

3.7 The contracted provider shall comply with all applicable local, state, and federal laws, rules and regulations, and The Right Door for Hope, Recovery and Wellness policies, procedures, standards, and guidelines.

4.0 Signature Authority

The CEO is solely empowered to sign all contracts approved by The Right Door for Hope, Recovery and Wellness Board of Directors. No contracts are considered valid contracts without the CEO's signature.

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5.0 Conflict of Interest

5.1 The Right Door for Hope, Recovery and Wellness Board and staff shall comply with the Michigan Mental Health Code and agency policies and procedures regarding conflict of interest and disclosure related to contract procurement and approval.

5.2 The Right Door for Hope, Recovery and Wellness Board and staff shall abstain from activities or decisions that constitute a conflict of interest related to contract procurement.

6.0 Payment for Contractual Services

5.1 Billings from contracted providers shall be audited for accuracy and compliance with contract requirements before payment is made.

5.2 Payments shall be made in a timely manner and in accordance with contract requirements and The Right Door for Hope, Recovery and Wellness, fiscal policies and procedures.

References

Michigan Mental Health Code, Section 330.1205 Community Mental Health Authority
Michigan Mental Health Code, Section 330.1222 Board; Composition; Approval of Contracts.
Michigan Mental Health Code, Section 330.1228 Board; Contracts
Michigan Mental Health Code, Section 330.1409, Pre-Admission Screening Unit
MDHHS/PIHP Medicaid Specialty Supports and Services Contract
MDHHS/CMHSP General Funds Contract
CARF Behavioral Health Standards, Section: Workforce Development and Management; 2 CFR 200

Nancy Patera, Board Chairperson	Date		