

FAIRFIELD COUNTY ADAMH BOARD

**ADAMH Board Provider Contracting**

Section: 03

Procedure: 03.61.01

Signature of Approval: *Rhonda Myers*

Effective Date: 11-1-2017

Board Approved: 10-31-2017

Committee Review Date: n/a

Revised Date: 10-27-17 (Version5.0)

Supersedes:

Number: 09.00.00.00

Section Number: 09.00.00.00PR1

Effective: 3-14-00

**PURPOSE:**

To describe how the ADAMH Board will routinely contract for client services.

**PROCEDURE:**

1. **Final Contracting Materials Issued by November 3.**  
The ADAMH Board staff will make available by November 3, 2017, a final copy of the contracting materials for fiscal year 2019 funding. Organizations interested in a detailed review of the guidelines are encouraged to attend one of two information sessions on:  

Thursday, November 9, 2016, 9:30 a.m. at Board Office  
Tuesday, November 14, 2016, 1:30 p.m. at Board Office
2. **Completed Contracting Materials due to Board Office by Friday, January 19.**  
The completed contracting materials will be due to the Board Office no later than **January 19, 2018.** Please send one electronic copy and one hard copy to Patricia 9Waits at the ADAMH Board Office [pwails@ohiopps.org](mailto:pwails@ohiopps.org). A copy will be posted on the ADAMH Board website. Late or incomplete applications will not be accepted.
3. **Presentations to ADAMH Board (December 12).**  
Current agencies will be asked to make brief presentations to the full Board on December 12, 2017.
4. **Review by Mental Health and Addiction Committee with Recommendations to Finance Committee and/or Board for Funding**  
Mental Health and Addiction Committees will review the contracting materials for program content and the Finance Committee will review the budgeting materials and make recommendations to the full Board for funding.
5. **Board Votes on SFY 2019 Funding (February 27, 2018)**  
The Board will determine allocations for SFY 2019. Funding amounts are based upon SFY 2018 numbers and are subject to change.

6. **120-Day Letters Sent to Provider Agencies by March 3.**  
The ADAMH Board staff will send a 120-day letter to agencies that provide client services no later than March 3, 2018. The letter will include services purchased by program/project/procedure code and proposed material changes in contract language. Notification of changes will include the nature, approximate scope, timing of the projected change(s), and if relevant, a reasonable approximate estimate of the financial impact of the projected change.
7. **SFY 2019 Contracts Sent to Agencies by May 31.**  
The SFY 2019 contract will be sent out for signature no later than May 31, 2018.
8. **SFY 2019 Contracts Returned to Board by Agencies No Later than June 30.**  
Agencies will return the signed contracts no later than June 30, 2018, to the Board.

**RESPONSIBILITY:**

**Executive Director:** The Executive Director is responsible for the communication and the implementation of this policy.

**Attachments:**

- Attachment 1 – Service Provider Contract Application (All)
- Attachment 2 – NEW Required Form - Service Application Summary (All)
- Attachment 3 – Logic Model Worksheet (for new or changed programs only)
- Attachment 4 – Financial SFY 2019 Contingent Allocation Overview
- Attachment 5 – Budget Narrative (a) & Summary (b) (for grant-based programs only)

**See ADAMH Board Website:**

- SFY 2018 Contract Language
- 120-Day Notice Sample
- OMHAS Assurances (for new agencies)
- Most Recent ADAMH Community Plan Strategic Plan
- O.R.C. Service Definitions for Mental Health
- O.R.C. Service Definitions for AOD
- ADAMH Priorities for MH/AOD Prevention- Final Report
- Sample – Evidenced Based Practices
- Logic Model Guide