

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RF-240

TITLE: Contracts

EFFECTIVE DATE: 7/20/24

AUTHORIZED BY: Board of Trustees

This policy shall apply to REACH for Tomorrow.

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 REACH for Tomorrow 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 REACH for Tomorrow methodology.
- 2.5 All inpatient facility admissions must be authorized through the prescreening process, as established by the CEO in REACH for Tomorrow 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 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 REACH for Tomorrow 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.

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- 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 REACH for Tomorrow will not discriminate against contract providers due to race, color, religion, national origin, age, sex, handicap, disability, height, weight, marital status, LGBTQ status, 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, LGBTQ status or political affiliation.
- 3.6 The contracted provider's relationship with REACH for Tomorrow 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 REACH for Tomorrow policies, procedures, standards, and guidelines.

4.0 Signature Authority

The CEO is solely empowered to sign all contracts approved by REACH for Tomorrow Board of Directors. No contracts are considered valid contracts without the CEO's signature.

5.0 Conflict of Interest

- 5.1 REACH for Tomorrow Board and staff shall comply with the Ohio Mental Health Code and agency policies and procedures regarding conflict of interest and disclosure related to contract procurement and approval.
- 5.2 REACH for Tomorrow 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

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CARF Behavioral Health Standards, Section: Workforce Development and Management;
2 CFR 200