



Broward Behavioral Health Coalition, Inc.	
Policy Title: Contract Management	
Policy Number: BBHC.0085	Contract Section (s): Contract No. JH343
Effective Date: May 1, 2015	Revision Date: July 21, 2021
Responsible Department: Continuous Quality Improvement	
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Approved by: <small>DocuSigned by:</small> Caren Longsworth, Quality Improvement Manager Signature: <u><i>Caren Longsworth</i></u> <small>7A4D50B704D0470...</small>	Date: <u>7/22/2021</u>
Approved by: <small>DocuSigned by:</small> Silvia Quintana, Chief Executive Officer Signature: <u><i>Silvia Quintana</i></u> <small>D999499950A143C...</small>	Date: <u>7/23/2021</u>

Policy - This policy establishes procedures and standards for the process of managing the Provider Network, funded in whole or part by the Florida Department of Children and Families (DCF) Substance Abuse and Mental Health dollars, as contracted for and administered by Broward Behavioral Health Coalition, Inc. (BBHC). This policy ensures adherence to the contract between BBHC and the Provider, the contract for service delivery model in compliance with the applicable policies and regulations; the collection, maintenance, management and reporting of data information related to all contractual transactions consistent with Florida Statutes, and the Health Insurance Portability and Accountability Act (HIPAA); and applicable U.S. Department of Financial Services Chief Financial Officer Memoranda and Uniform Grant Guidance, 2 CFR §200. This will provide reasonable assurance that a comprehensive and accurate record is maintained for inspection at any time by any interested party; protection of the public funds it disburses; and ensures the maximum return of services from those funds.

Purpose - Contract Management refers to the delineation of the procedures and duties related to the continuous management, oversight, and communication with a Provider and to provide technical assistance; establish the minimum documents to be maintained in a contract file; continuous review of the contract file; and other contract related duties.

Procedures - Contract Management involves several key processes, such as contracting with Providers, assessing risk for executing contracts, contract compliance in accordance with the BBHC Provider Handbook for executed contracts, and technical assistance.

- I. The **Contract Manager** is responsible for:
 - a. Drafting the contract and amendments, as applicable
 - b. Enforcing compliance with administrative and programmatic terms of the contract and requesting corrective actions for non-compliance
 - c. Maintaining the official contract file and ensuring required reports and documents are in the contract file; and
 - d. Provide or coordinate technical assistance to the provider.

- II. **Contract:** Defines the expectation that Providers comply with all Federal and State requirements, data submission standards and requirements, outcome performance expectations, incident reporting policies, recipient eligibility requirements, and service delivery requirements.

- III. **Contracting Process:** After each procurement process or renewal year, the parties will negotiate the specific business terms applicable for the delivery of the service procured and delineate the procedures related to compliance with the contract requirements. The provider contract and all documents incorporated by reference establish the basis for accountability and compliance for provider performance and defines the expectations for the delivery of quality services.

All contracts will be procured, negotiated, and implemented in accordance with BBHC's policy entitled "BBHC.0083 – Contracting Process."

- IV. **Assessing Risk:** BBHC will use pre-determined risk elements to identify the risks inherent with the contracted service in order to develop methods necessary to ensure the provider's protection of consumers and public funds, as well as adhering to the statutory requirements. After the completion of a Risk Assessment, the Contract Manager will develop a Monitoring Schedule in collaboration with BBHC's Management Team, that details the manner, frequency, and scope of the Contract Accountability Review, including the accreditation status of the Provider.

All Risk Assessments will be conducted in accordance with BBHC's policy entitled "BBHC.0088 – Risk Assessments."

- V. **Maintenance of the Contract File:** The Contract File includes all documents prepared and obtained as a result all contract-related activities. The Contract File shall be maintained by BBHC electronically.

Electronic File May Include:

1. Invoices
2. Contract and Amendments
3. Contract Accountability Review Supporting Documentation and Report
4. Provider Reports (e.g., Hard of Hearing and Financial Reporting,
5. Applicable Correspondence
6. Accreditation Records
7. Legal and Organizational Records (e.g., provider approved subcontracts; Organizational Chart; copies of required documents such as Insurance certificates and required licenses)
8. Provider's sliding fee scale for clients
9. Other documents, as may be required.

Contract files assigned to BBHC by DCF may not contain all of the above information. When information is missing, requests will be made to DCF or the provider during review and daily contract management activities.

VI. Technical Assistance: Providers will receive advice, assistance, and training pertaining to the development, implementation, operations, or compliance with any area of the contract. Technical assistance is provided to ensure actions are in compliance with the contract, applicable laws, are efficient and meaningful, and ensure compliance with the contract and overall improvement of the service quality to the consumer.

REFERENCES: BBHC.0083 – Contracting Process BBHC.0088 – Risk Assessments

ATTACHMENTS:

DEFINITIONS:

REVISION LOG

REVISION	DATE
Changed to a BBHC policy	6/29/2020
Added responsible department and references	7/21/2021

The QI Manager and Chief Executive Officer are responsible for all content in this policy.