

Procedure Name:	Contracting and Contract Monitoring Procedures
Applicable to:	All staff
Location:	Memo Books & Finance Office
Effective Date:	05/25/2022
COA Reference:	RPM 6 & 7

Contracting with Harborcreek Youth Services (HYS) for Services

Harborcreek Youth Services contracts with various Counties and Managed Care Organizations to provide services for youth placed in their care. Consistent with the HYS mission and purpose, these contracts would include residential placement as well as services provided through the Multi-Systemic Therapy program. The Pennsylvania Office of Mental Health and Substance Abuse Services (OMHSAS) and the Pennsylvania Department of Human Services Office of Children, Youth and Families (OCYF) provide licensing for these programs.

County-funded Residential Care:

Harborcreek Youth Services' revenue from county-funded residential services is comparatively small to the revenue received through Managed Care Organizations (MCO). The county contracting process begins with yearly preparation letters sent from the counties requesting information such as program descriptions, insurance certificates, rate sheets, outcome data, etc. The information packet is somewhat standard across counties and varies little in terms of content. The Staff Accountant is responsible to respond to these requests for a contract and supply the necessary information.

Managed Care Organizations (HealthChoices):

HYS contracts with four (4) Managed Care Organizations that operate within the Commonwealth of Pennsylvania. These contracts cover the HealthChoices/Medical Assistance payment for services provided. Each MCO contracts with multiple counties or jointers; consequently, this requires HYS to have many contracts that cover the range of counties and MCO partnerships. Rate changes are requested on an annual basis and determination is made per individual contract.

All contracts are monitored by each contracting entity to confirm service delivery, adherence to work statements or service descriptions, and compliance with contractual obligations. Some contract monitoring takes place with an onsite inspection. Internally, service descriptions and work statements are examined to assure fidelity, to assess risk, to minimize loss and to limit liability exposure. The Director of Finance and Treatment Services is responsible for the oversight of contracts. The Compliance Officer assists in the review of agency performance with regard to contractual obligations and regulatory requirements.

As a means of monitoring and assuring compliance, each contract shall be expressly written and specific in terms of the following:

- Roles and responsibility of all participants
- Services to be provided
- Clearly defined performance goals
- Measurable outcomes
- Service authorization, including eligibility criteria
- Provisions for training and technical support as necessary
- Duration of the contract, including delineation of follow-up services
- Policies and procedures for sharing information
- Methods for resolving disputes

- A plan and procedure for timely payment and consequences for failure to pay
- Documentation necessary for, and means of reporting to, funding or oversight bodies
- Conditions for termination of the contract

All contracts entered into by HYS are reviewed by legal counsel or another qualified individual to ensure that the contract is both legal and that the terms of the contract is both legal and the terms of the contract are clearly understood and agreed upon by both parties. Authority to sign for Harborcreek Youth Services is delegated to the Chief Executive Officer by policy of the Board of Directors.

Memorandums of Understanding (MOUs) and Letters of Agreement (LOA)

Harborcreek Youth Services may elect to enter into a Memorandum of Understanding or Letter of Agreement with any entity or entities with whom a simple working agreement is needed. MOU's and LOA's typically do not represent a legal obligation to either party, and rarely involve an exchange of funds for services. They are intended to spell out the terms of a mutually beneficial working arrangement that may include information and referral, coordination of care, cooperation in an emergency, and more.

HYS Purchases Contracted Services

Harborcreek Youth Services enters into contracts with various individuals and/or organizations to purchase services necessary for the operations of the agency. Such services may include psychiatric consultation, professional consultation in areas such as Controller/CFO services, Council on Accreditation, Performance Quality Initiative and management, computer consultation, experts in specific areas of training, and specialized treatment services. These services can be contracted short or long term, depending on the needs of the organization. Use of contracted services can be advantageous when it allows a costly service to be obtained in a measured manner; when the provider of the service has credentials or experience that are not widely available; or when the hiring of a regular employee to fulfill the role or need is not feasible or desirable.

Prior to signing any contract, or verbally contracting any services, the Director of Finance and Treatment Services or his/her designee shall verify that the individual or organization is not included on the U.S. Government's Office of Inspector General (OIG) List of Excluded Individuals/Entities on the (EPLS). Harborcreek Youth Services is a health care provider that receives reimbursement from the Federal Medicaid program, and is precluded from entering into employment or contractual relationships with any entity or individual who is excluded or debarred or suspended from doing business with the federal government.

Conflict of interest and procurement policies apply in all contracting instances. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. A potential conflict of interest extends beyond the individual concerned, including also that person's immediate family members, partner, and other employers (including the employer of a family member or partner). In short, any individual or entity with a financial interest or tangible personal benefit riding on the contract would be considered to have a conflict of interest. Allegations of any conflicts that arise from this clause will be investigated and pursued to their logical conclusion, up to and including dismissal as outlined in agency policy 2.03.1 Accountability and Documentation.

Contracts for contingent workers or independent contractors are reviewed with respect to tax law, wage and hour laws and other applicable employment and labor laws. Appropriate tax forms are prepared for these individuals and/or organizations for each calendar year period.

Contract Monitoring

All contractors/contracts are monitored on a yearly basis with respect to compliance, legal, OIG Exclusion, GSA suspension or debarment, professional and ethical requirements, in addition to avoidance of financial risk. The attached form is used to determine if the contract should be renewed for another term. HYS will terminate any contract agreement with any individuals or entities that are found to be excluded by the OIG or debarred or suspended by the GSA.

Authorized by:

John Petulla
Chief Executive Officer

6/14/2022
Date

James M. Boney
Board Chairperson

6-17-22
Date

HARBORCREEK YOUTH SERVICES
PERFORMANCE QUALITY IMPROVEMENT PROGRAM
EVALUATION OF CONTRACTOR

CONTRACTOR: _____

Please rate this contract using the following scale

- 0 - no ability to observe
- 1 - unsatisfactory
- 2- needs improvement
- 3- meets expectations
- 4- exceeds expectations

1. _____ The contractor provided the services outlined in the contract in a dependable timely manner.
2. _____ This contractor enhanced the program's ability to deliver quality services to the clients.
3. _____ Quality of service provided by this contractor meets the expectations of HYS.
4. _____ Clients of HYS are satisfied with the service they receive from this contractor.
5. _____ Outcomes are achieved by this contractor meet or exceed those expected by HYS.
6. _____ Rate your overall satisfaction of the services provided by this contractor.

Harborcreek Youth Services reviews and renews contracts at least annually in accordance with its PQI program. These contracts are evaluated with respect to compliance, legal, OIG Exclusion, GSA suspension or debarment professional and ethical requirements in addition to the avoidance of financial risks. Concerns or questions about a contractor meeting these requirements are brought to the attention of the CEO immediately.

Do you recommend the retention of this contractor? Yes _____ No _____

Comments:

Signatures :

Evaluator: _____

Director: _____

Date: _____