

SUBJECT: Medicaid Contracts
IDENTIFIER: 03.02.01
EFFECTIVE DATE: 08/01/2006
FORMAL REVIEW DATE: 08/01/2006
SUPERSEDES: All policies adopted prior to effective date
AUTHORITY: Governance Policies C-1, "Delegation to the Executive Director" and D-4 "Financial Condition"
OACBHA STANDARD: I-B.3

PURPOSE: To ensure compliance with the requirement that any certified Mental Health Agency seeking a Medicaid Contract with the Lorain County Board of Mental Health is granted a contract.

POLICY: In accordance with applicable requirements, no agency that has been certified under the requirements of the Ohio Department of Mental Health to provide Medicaid covered services shall be denied a Medicaid Contract if one is requested.

RULES:

- A. Agency requests for Medicaid Contracts shall be submitted to the Executive Director with a copy to the Director of Business Operations.
- B. The agency requesting the contract must meet all of the requirements established by the Ohio Department of Mental Health and the Ohio Department of Jobs and Family Services for such a contract.
- C. The agency must submit the required budget information to the Director of Business Operations that meets all of the requirements established by ODMH to establish appropriate reimbursement rates for certified services.
- D. The Board will formally vote to authorize the Medicaid contract with the requesting provider.
- E. The Executive Director will sign the standard Board/Provider Medicaid agreement on behalf of the Board of Mental Health.
- F. An original copy of the signed contract shall be submitted to ODMH by the Executive Assistant.
- G. An original copy of the signed contract shall be maintained with all other contracts by the Executive Assistant.
- H. An original copy of the signed contract shall be provided to the contract agency by the Executive Assistant.
- I. An original copy of the signed contract shall be provided to the Lorain County Auditor.

PROCEDURE:

The agency seeking the contract shall submit a valid Uniform Cost Report, an estimate of the funding amount necessary, and proof of certification status to the Board. Once these documents are determined to be correct by the Director of Business Operations, a resolution shall be placed before the Board of Directors to authorize the Medicaid Agreement. The Director of Business Operations shall prepare a standard Medicaid agreement between the agency and the Board and make it available to the Executive Assistant to secure signatures and distribute copies. It will be the responsibility of the agency to submit their UCR and signed Medicaid Rate Sheet to ODMH for contract unit rate approval and entry into MACSIS.

RESPONSIBILITY:

The **Director of Business Operations** shall be responsible for ensuring compliance with this procedure.

FORMS: Board/Provider Mental Health Medicaid Agreement, Mental Health UCR, Mental Health Medicaid Rate Sheet

AUTHORIZATION:



Charles Neff, Director of Business Operations

8-1-2006
Date