

**Mental Health Services Act
Contractor Services Agreement
July 1, 2013- June 30, 2014**

The following requirements are applicable to any BHRs contractor receiving Mental Health Service Act (MHSA) funds, either for Community Support Services or Prevention and Early Intervention. These requirements enable BHRs to meet state mandated reporting requirements for MHSA funding.

- I. Community Support Services (CCS) Reporting Requirements**
 - a. Contractor shall select in AVATAR whether the client is receiving services under the Mental Health Services Act (MHSA) funding for clients with co-occurring disorders. Alcohol and Other Drug Services (AOD) will run AVATAR or ITWS reports to collect demographic information on all clients receiving services under MHSA funding, including:
 - i. Race or ethnicity
 - ii. Age
 - iii. Gender
 - iv. Primary language spoken
 - v. Veteran status
 - vi. Sexual preference information
 - vii. Length of Stay in treatment, if applicable
 - viii. Discharge status, if applicable
 - b. Contractor shall report quarterly the following information to the assigned BHRs Analyst:
 - i. Program Address and Contact Information
 - ii. A Service Description, including but not limited to all Evidenced-Based, Promising, and/or Culturally Competent practices used to treat clients with co-occurring disorders
 - iii. Type of Service provided (outpatient, intensive outpatient, or residential)
 - iv. A count of the number of unique clients served using MHSA funds that quarter
 - v. Actual Units of Service provided and Contracted Units of Service
 - vi. A narrative describing the Contractor's successes and challenges in treating clients with co-occurring disorders each quarter. This narrative shall also include a description of any Quality Improvement or other efforts towards improving services for COD clients funded with MHSA dollars.
 - c. Contractor shall use the MHSA – Community Services and Supports (CSS) Form developed by Alcohol and Other Drug Services to submit the above stated information, excepting the Quarterly Successes and Challenges Narrative. The Quarterly Successes and Challenges Narrative may be submitted in a Microsoft Word or .pdf format. All reports are due on the following dates:
 - i. October 20, 2013
 - ii. January 20, 2014
 - iii. April 20, 2014, and
 - iv. July 20, 2014.

- d. If the mid-year quarterly report due January 20, 2014 indicates that Contractor has not provided forty-five (45%) of the anticipated annual amount of contracted services, County may require Contractor to submit monthly narrative reports describing actual delivery of services provided for the remainder of the contract term.
- e. In addition, Contractor shall comply with the **Payment and Monitoring Procedures** as described in this Provider Handbook.

II. **Prevention and Early Intervention (PEI) Reporting Requirements**

- a. Contractor shall report quarterly the following demographic and programmatic information to the assigned BHR Analyst:
 - i. Client's Race or ethnicity
 - ii. Client's Age
 - iii. Client's Gender
 - iv. Client's Primary language spoken
 - v. Client's status as a Veteran, if applicable
 - vi. Client's sexual preference, if known
 - vii. Client's Length of Stay in treatment, if applicable
 - viii. Client's Discharge status, if applicable
 - ix. Program Address and Contact Information
 - x. A Service Description, including but not limited to all Evidenced-Based, Promising, and/or Culturally Competent practices used to treat clients with co-occurring disorders
 - xi. Type of Service provided
 - xii. Target Population
 - xiii. Actual Units of Service provided and Contracted Units of Service
 - xiv. A count of the number of unique clients served using MHSA funds that quarter
 - xv. A narrative describing the Contractor's successes and challenges in treating clients with co-occurring disorders each quarter.
- b. Contractor shall use the MHSA – Prevention and Early Intervention (PEI) Form and MHSA – PEI Client Demographic Information Form developed by Alcohol and Other Drug Services to submit the above stated information, excepting the Quarterly Successes and Challenges Narrative. The Quarterly Successes and Challenges Narrative may be submitted in a Microsoft Word or .pdf format. All reports are due on the following dates:
 - i. October 20, 2013
 - ii. January 20, 2014
 - iii. April 20, 2014, and
 - iv. July 20, 2014.
- c. If the mid-year quarterly report due January 20, 2014 indicates that Contractor has not provided forty-five (45%) of the anticipated annual amount of contracted services, County may require Contractor to submit monthly narrative reports describing actual delivery of services provided for the remainder of the contract term.
- d. In addition, Contractor shall comply with the **Payment and Monitoring Procedures** as described in this Provider Handbook.