MANAGING YOUR LOS ANGELES COUNTY SUBSTANCE ABUSE PREVENTION & CONTROL CONTRACT/AGREEMENT

Contracts and Compliance Division
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Contracts and Compliance Division
Contract Management Unit

- **Who is Contract Management Unit?**
  - Evaluate new contract applications
  - Manage Sage Provider and User Access
  - Assist in processing Sage Helpdesk tickets
  - Process Contract Amendments/Change Notices
    - Funding Changes
    - Addition/removal of services
    - Addition/removal of sites
    - Organizational changes

*We help you keep your contract current and accurate!*
What is your Contract or Agreement with LA County?

• A legal document
• Issued under the authority of the Los Angeles County Board of Supervisors
• Changes are limited to the authority given to SAPC
• Sets expectations and accountability
  – For both parties
What is your Contract or Agreement with LA County?

• Has a definite term
  – Contract Term
  – Contract Period

• Including funding amount
  – May be adjusted

• Details services to be provided
  – Depending on qualifications

• Where those services can be provided
  – Depending on qualifications
What types of agreements exist?

• Depending on service and funding, SAPC may have several types of contracts with providers:

  – Memorandum of Understanding
  – Contracts
  – Master Agreements
  – Work Order Solicitations
What types of agreements exist?

- Memorandum of Understanding
  - Driving Under the Influence Programs
- Contracts
  - Treatment
- Master Agreements
  - Pre-qualifies contracts to provide services
  - No Funding
- Work Order Solicitations
  - Only available for those with Master Agreements
  - Service specific
START-ODS TREATMENT CONTRACTS: Year One

• Treatment primarily implemented via DMC Contract
  – Leverage other funding streams
• Non-DMC Contract
  – Recovery Bridge Housing, Client Engagement and Navigation Services, Special County Projects
• Bulletins
  – Ability to respond to network needs and policy changes
• Provider Manual
  – Detail information on program requirements
  – Part of Contract
Managing Your Contract/Agreement

• What can I change?
• What needs to be reported?
• Who do I tell?
• What do I include?
• How long does it take?
What Can I Change?

To better manage their program, providers may request changes to their contract:

• Additional or Removal of Sites
  – Field Based Services

• Funding Augmentations
  – Based on Performance, Utilization and Need

• Addition/Removal of Services
  – Based on Qualifications
What Needs To Be Reported?

• Notify SAPC of any changes that impact your contract.
  – Addition/Removal
    • Facilities
    • Contracted Beds
    • Services
  – Update
    • Executive Director
    • Hours of Operation
    • Medical Director’s Dedicated Hours
    • Contact Information
    • Assigned Signatories
  – Funding Changes
Who do I tell?

• All requests/notifications need to be
  – In writing, on letterhead and signed by ED
  – Send to:

    John Connolly, Ph.D., M.S.Ed., Interim Division Director
    Substance Abuse Prevention and Control
    1000 S. Fremont Avenue, Building A9-E, Third Floor
    Alhambra, California 91813

  – CC: Daniel Deniz
What Do I Include?

• Request needs to be on agency letterhead & signed by appropriate staff
  – Ensures this is an organization request

• Include Relevant information:
  – Certification/Licenses
    • Staff & Facility
  – Resumes
  – Contact Information
How Long Does It Take?

Depending on request, process can take up to 8-12 weeks:

- **Require multiple approvals.**
  - SAPC, DPH Finance, DPH Contracts & Grants, Board

- **May require analysis of:**
  - Contractor Performance
  - Programmatic Need
  - Available funding
Important: Augmentations

To avoid interruption of reimbursements:
  – Providers should monitor utilization
    • Avoid last minute requests
  – Process requires multiple approvals
    • Lengthy process
  – Not a guarantee
    • Based on PERFORMANCE, UTILIZATION and NEED
Important: Bulletins

SAPC issues bulletins to relay:

– Changes in policy and program requirements
  • Bulletins = Contract

– Review and distribute to staff
  • [http://publichealth.lacounty.gov/sapc/NetworkProviders/Regulations.htm](http://publichealth.lacounty.gov/sapc/NetworkProviders/Regulations.htm)
Q & A

BEEP! BEEP!