

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>

Q & A

