



PENINSULA RSN

NETWORK MANAGEMENT POLICIES AND PROCEDURES

Policy Name: SERVICE PROVIDER SELECTION

Policy Number: 3.06

Reference: DSHS Contract, 42 CFR 438.207, 210, 230

Effective Date: 8/2003

Revision Date(s): 11/2010

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan
- Policy: Monitoring Contactor and Subcontractor Sufficiency
- Policy: Subcontractual Delegation & Assessment Plan

PURPOSE

The Peninsula Regional Support Network (PRSN) shall establish and maintain a contracted network of providers which ensures sufficient access and capacity to serve the expected enrollment. Upon request, the PRSN will provide the Department of Social and Health Services with supportive documentation in accordance with the contract standards for access to services and travel standards.

DEFINITIONS

Community Mental Health Agency is an agency that under contract with the PRSN and licensed to provide mental health services, also referred as CMHA.

Integrated Mental Health Services are defined as services that are coordinated to include multiple service providers.

PROCEDURE

1. The PRSN contracts with comprehensive outpatient mental health centers for delivery of services that are able to meet the needs of distinct communities.
 - Existing Network Providers have been responsible for delivering these services to their assigned communities for over twenty (20) years.

- Any new entity interested in a comprehensive service delivery contract would need to meet requirements developed under a PRSN Request for Proposals (RFP). The RFP would require the delivery of information regarding past experience or plans for development sufficient to allow the PRSN to evaluate the interested contractor's ability to fulfill all aspects of the comprehensive contract. If the interested contractor was deemed not to be able to meet the requirements of the contract, the response would be considered non-responsive.
 - Any new entity interested in providing stand- alone PRSN-Pre Paid Inpatient Health Plans (PIHP) delegated services would need to meet the requirements developed under a PRSN RFP and sign a formalized delegation agreement with the PRSN. See PRSN Subcontractual Delegation and Assessment Policy.
2. The PRSN authorizes applications for agency certification as Evaluation and Treatment facilities under WAC 388-865-0511.
- The PRSN will authorize sufficient numbers of inpatient facilities to meet the needs of the PRSN population.
 - Network Providers will be authorized to provide outpatient Evaluation and Treatment services for individuals on Less Restrictive Alternatives or on Conditional Release from involuntary Inpatient care.
 - Any new entity interested in a comprehensive service delivery contract would need to meet requirements developed under a PRSN Request for Proposals (RFP). The RFP would require the delivery of information regarding past experience or plans for development sufficient to allow the PRSN to evaluate the interested contractor's ability to fulfill all aspects of the comprehensive contract. If the interested contractor was deemed not to be able to meet the requirements of the contract, the response would be considered non-responsive.
3. The PRSN will retain at least the same access to contracted providers as existed in the Fee for Service system.
- Physical service sites will be maintained in at least four geographic areas: Bremerton, Port Townsend, Port Angles, and Forks. When enrollees must travel to these sites, they are accessible per the state defined travel standards.
 - Access to an intake evaluation by a mental health professional.
 - Age-appropriate range of services as identified in the Medicaid State Plan.
4. All network provider agencies shall be licensed (credentialed) by the State of Washington Department of Social and Health Services Mental Health Division.
- The PRSN shall assure that contracted network providers maintain their licensing status.

5. The PRSN will not discriminate against any network provider that is acting within the scope of their license or certification solely based upon the basis of that status.
6. The PRSN shall not contract with an agency provider or agency provider staff excluded from participation in federal health care programs.
 - Network providers shall screen upon hire and provide documentation for each employee shown on the federal exclusion website, and not employ such individuals.

As of August 2010 all staff, agency board members, volunteers/ interns, shall be screened monthly. Each network agency shall attest in writing that a monthly screening has occurred.
 - Providers shall certify that they are not disbarred.
7. The PRSN will evaluate network capacity at any time upon request of the Department due to significant change in operations.
8. The PRSN and contracted network providers must comply with all other federal and state laws, including:
 - Title IV of the Civil Rights Act of 1964
 - The Age Discrimination Act of 1975
 - The Rehabilitation Act of 1973
 - Title II and III of the Americans with Disabilities Act
 - and other laws regarding privacy and confidentiality

MONITORING

This policy is a mandate by statute and contract.

1. This policy is monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review
 - Annual Network Provider Staffing Directory
 - Analyzing annual PRSN Medicaid enrollment projections
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.