



SALISH BHO

FISCAL POLICIES AND PROCEDURES

Policy Name: FISCAL MONITORING OF NETWORK

Policy Number: 8.05

Reference: WAC 388-865-0270, -0325; State contract

Effective Date: 1/2008

Revision Date(s): 1/2014; 7/2016; 6/2017; 3/2018

Reviewed Date: 3/2018

Approved by: SBHO Executive Board

PURPOSE

It is the policy of the Salish Behavioral Health Organization (SBHO) to establish a standardized process for network provider and subcontractor fiscal reviews. This fiscal review is in addition to other SBHO monitoring activities.

PROCEDURE

1. The SBHO fiscal reviews will:
 - a. Monitor subcontractors financial systems.
 - i. Expenditure reports will be tracked back to the contractor accounting records for agencies reimbursed through sub capitation.
 - ii. Allocation of costs between programs and cost centers will be reviewed
 - iii. Internal agency practices will be reviewed to ensure sufficient checks and balances.
 - iv. Federal Block Grant and other cost reimbursement contracts will be monitored to ensure that sufficient costs are documented to justify reimbursement requests.
 - b. Be conducted on-site annually by the SBHO staff.
 - c. Utilize a standard protocol that documents strengths, suggested recommendations for improvements, as well as findings.

-
- S
- d. Include monitoring agencies for any civil penalties imposed by the Office of the Inspector General, and the basis for those civil penalties.
 2. For identified area of deficiencies or areas of improvement, a final report and corrective action plans will be required within thirty (30) days.

MONITORING

1. This policy is a mandated by contract or statute. This policy will be monitored through use of SBHO:
 - Annual SBHO Provider and Subcontractor Administrative Review
 - Annual SBHO Provider Fiscal Review
 - Review of previous provider corrective action plans
2. If a provider performs below expected standards, a corrective action will be required for SBHO approval. Reference SBHO Corrective Action Plan policy.