

# Oklahoma Systems of Care Host Agency Generic FY2010

## Systems of Care

### STATEMENT OF WORK

#### **1.0 WORK REQUIREMENTS**

- 1.1 The System of Care (SOC) Best Practice Model (as established by SAMHSA through the National Technical Assistance Center for Children's Mental Health) is youth guided, family driven, community based, needs driven and culturally competent. A local community team, with significant parent representation and involvement, serves as the primary coordinating body regarding the needs of children and families to be served.
  - 1.1.1 Contractor shall serve as lead coordinator, facilitator, and fiscal agent for the Pontotoc County SOC project. Contractor will insure the development and ongoing operation of a culturally competent SOC project using the best practice model, as described above. This task shall be accomplished through facilitation and coordination by a local Project Director in collaboration with the community team, with guidance and assistance from the state Project Director, state SOC staff, and State Advisory Team.
  - 1.1.2 Contractor shall employ or contract with a local Project Director, who will be responsible for, and have the authority to carry out, the coordination of persons providing services for the project and the day to day operations of the project.
  - 1.1.3 Contractor, through the local Project Director and community team will develop and implement a plan for significant family involvement on all levels of the project.
  - 1.1.4 The local Project Director shall oversee the development of a Community Based SOC Team. This community team shall be comprised of parents of children with serious emotional disturbance, community service providers as outlined in the core standards, and other community stakeholders who desire to create a responsive children's behavioral health system.

- 1.1.5 The confidentiality of clients shall be strictly enforced, in accordance with applicable laws and regulations.
- 1.1.6 The local Project Director, in collaboration with the community team, shall develop a strategic plan for the implementation of the project utilizing the best practice model. The plan shall include an organizational structure such as committees, identify the steps necessary to implement the SOC project, and include strategies for ongoing community development, project sustainability, and the continuous evaluation of family and community needs.
- 1.1.7 The local Project Director, in collaboration with the community team, will follow the established program eligibility guidelines. These include children and youth ages 0-21 with serious emotional disturbance or co-occurring issues who are at risk of out of home placement, who are having difficulties in two and more life domains, and who are receiving services from multiple social service providers.
- 1.1.8 Direct Wraparound services shall be provided using the SOC best practices model to an average standard caseload of XXXX children during the contract period.
- 1.1.9 Individual services shall be provided under the direction of a child and family team, and made up of both formal and informal supports. These services include but are not limited to crisis planning, functional assessment, respite care, use of flexible funds, and the development of a family driven interagency treatment plan.
- 1.1.10 Recommendations for the utilization of flexible funds shall be determined by the child and family team for each child receiving services. Use of flex funds shall follow the ODMHSAS Guidelines for Use of Flexible Funds. Any Flex Fund expenditures of \$500.00 or more must receive the prior approval of the State SOC Project Director or the Director of Children, Youth and Family Services.
- 1.1.11 Contractor shall insure that required evaluation instruments are administered to youth and their families receiving services. In addition, the contractor shall insure that data is reported to the SOC Lead Evaluator each month following established timelines and methods.

- 1.1.12 Contractor shall report all services provided to a child and his or her family in the project through ICIS. This includes services provided by other agencies and individuals. Contractor's records pertaining to SOC (both clinical and financial) will be subject to review by ODMHSAS and other agencies funding the project.
- 1.1.13 Contractor shall provide ODMHSAS a proposed annual project budget for review and approval for the next fiscal year by June 15<sup>th</sup>. This proposal and any subsequent revisions shall be developed through consensus of the community team and contractor.
- 1.1.14 Contractor shall submit a monthly financial statement comparing current **monthly** expenditures to budgeted **monthly** amounts. Contractor will also follow SOC invoicing instructions.
- 1.1.15 The local Project Director or designee will submit monthly written reports to the State Project Director or their designee to ensure coordination and communication.
- 1.1.16 Project personnel will attend and participate in state SOC meetings and training as required by ODMHSAS to insure coordination with the state SOC staff and general communication and functioning of the state wide initiative.
- 1.1.17 Contractor will take all steps necessary to maximize 3<sup>rd</sup> party reimbursement including utilizing ODMHSAS fee for service dollars, Medicaid and 3<sup>rd</sup> party insurance.
- 1.1.18 *Contractor will not be allowed to collect more than 50% of the salaries of the Care Coordinator, Behavioral Health Aid or Family Support Provider through cost re-imbusement invoicing to ODMHSAS. The remaining costs should be compensating through fee for service through the host agency.*
- 1.1.18 ~~Contractors must collect and report third party revenue and subtract it from their cost reimbursement invoice each month. (See invoicing instructions for more detailed information)~~

## **2.0 PERFORMANCE MONITORING**

- 2.1 Successful performance will be monitored through:
- A. An annual formal site review and report conducted by state SOC staff
  - B. Review of monthly data and evaluation reports by state SOC staff
  - C. Monthly review and approval of invoices
  - D. Review of monthly Project Director's Report

## **3.0 COMPENSATION**

- 3.1 Compensation pursuant to this addendum shall not exceed **\$XXXXX**.
- 3.2 Contractor shall be reimbursed for such services upon documentation of expenditures pursuant to a Department approved project budget, and according to procedures prescribed in the invoicing instructions document. Contractor shall submit a monthly invoice to the Department, subject to approval by the state Project Director or the Department's Director of Children, Youth and Families.
- 3.3 Invoices may be held until the current reporting month's data report shows an 80% completion rate for all baseline and follow up assessments due for the month. This applies to all SOC ODMHSAS contracted communities once data collection has begun. Consideration will be given for special circumstances.