

## **PART II: SCOPE OF WORK AND SPECIAL CONDITIONS**

### **MENTAL HEALTH**

1. **DHS/DSAMH Division Directives:** The Local Authority shall comply with the DHS/DSAMH Division Directives (hereinafter referred to as the "Division Directives") found at <http://www.dsamh.utah.gov/ct.htm>.
2. **Area Plan:** The Local Authority shall prepare and submit an Area Plan, which has been reviewed and approved in writing by the Local Authority's governing body.
  - a. The Area Plan shall be submitted annually by May 1 to DHS/DSAMH.
  - b. This Contract and the Division Directives will provide the Local Authority with the minimum requirements of the Area Plan.
  - c. DHS/DSAMH shall review the Area Plan to determine if it meets all applicable requirements, and will notify the Local Authority of any deficiencies in its Area Plan.
  - d. The Local Authority must resolve all identified deficiencies before DHS/DSAMH will approve the Area Plan.
  - e. Upon approval of the Area Plan, DHS/DSAMH will issue a funding allocation letter.
  - f. The Local Authority shall comply with the provisions of this Contract and its approved Area Plan for the corresponding fiscal year.
3. **Treatment, Prevention and Recovery Support Service Requirements:** In addition to the requirements set forth in the Division Directives and this Contract, the Local Authority shall comply with the requirements identified in each of the following:
  - a. Utah Code, including but not limited to:
    - (1) Title 17, Chapter 43; and
    - (2) Title 62A, Chapter 15.
  - b. Utah Administrative Code, including but not limited to R523 and R525;
  - c. The Mental Health Block Grant;

- d. The Federal Practice Guidelines: “The 10 Fundamental Components of Recovery”, as found at <http://store.samhsa.gov/shin/content/SMA05-4129/SMA05-4129.pdf>; and
  - e. The current adopted Utah Public Mental Health System Preferred Practice Guidelines (Utah Practice Guidelines), found at: <http://www.dsamh.utah.gov/practiceguidelines.htm>
4. **Block Grant Fund Limitations:** Mental Health Block Grant funds can only be expended for non-Medicaid eligible services. Mental Health Block Grant funds cannot be used for:
- a. Inpatient services;
  - b. Purchasing or improving land, construction or remodeling facilities;
  - c. Purchasing major medical equipment; or
  - d. Matching of federal funds.
5. **Program Qualifications:** The Local Authority shall maintain documentation that each program providing services pursuant to this Contract is in compliance with State and local zoning ordinances, licensing requirements, fire prevention requirements, building codes, health codes, and any other applicable laws, codes or ordinances.
6. **Staff Qualifications:** The Local Authority shall maintain documentation that each individual providing services pursuant to this Contract has a current license as required by Utah Code Title 58 or is certified by DHS/DSAMH as required by Utah Code Title 62A.
7. **Data Collection and Submission Requirements:**
- a. The Local Authority shall submit client-level service, treatment and outcome data for all clients receiving services in publicly funded facilities regardless of a client's funding source.
  - b. The Local Authority’s data submissions shall comply with both the time lines identified in the Division Directives and the Mental Health Event (MHE) data set specifications. Data submitted to the DHS/DSAMH is the official service record for the provider and must be accurate. Data submitted will be periodically reviewed for accuracy and consistency with the provider's clinical record. Users authorized by the Local Authority or its designated agent, can download the MHE data specifications from the DHS/DSAMH Substance Abuse & Mental Health Information System (SAMHIS) website. These specifications are updated annually.

- c. The Local Authority shall comply with the client-level outcome reporting requirements as listed in the Division Directives.
- d. The Local Authority is responsible for the timeliness and accuracy of the data submitted to the DHS/DSAMH. Provider data can be downloaded for review and reconciliation, and corrections can be submitted to SAMHIS throughout the fiscal year. Data reporting will end after the fourth quarter reporting deadline for the applicable fiscal year. Any data modified for the prior fiscal year after this deadline will not be reflected in the DHS/DSAMH year-end reporting, scorecards, or annual report. Official year-end reporting will reflect corrections made within the fourth quarter reporting deadline, or as prescribed in writing by DHS/DSAMH, for any given fiscal year.

8. **Performance Measures and Outcomes:**

- a. DHS/DSAMH will annually identify in the Division Directives the specific performance measures and outcomes that will be used to evaluate the performance of the Local Authority.
- b. If the performance measures and client outcomes for the Local Authority do not fall within the acceptable range, each performance inadequacy will be classified and reported in accordance with the Division Directives and DHS/DSAMH may enforce the remedies set forth in this Contract.

9. **Client Records:** The Local Authority shall maintain complete and accurate records for all clients served. The record shall document services provided for each client as identified in the Division Directives and the Utah Practice Guidelines. Additionally:

- a. The documentation shall be organized, clear, current, and legible; and
- b. Client records shall be updated and filed in accordance with the client payor's requirements. In the event that no payor requirements exist, the records shall be updated and filed within one week of each service activity.