

Weber Human Services

GOVERNANCE & OVERSIGHT NARRATIVE

3 Year Plan (2024-2026)

Local Authority: Weber Human Services

Instructions:

In the cells below, please provide an answer/description for each question. **PLEASE CHANGE THE COLOR TO BLUE, OF SUBSTANTIVE NEW LANGUAGE INCLUDED IN YOUR PLAN THIS YEAR!**

1) Subcontractor Monitoring

The DHS Contract with Mental Health/Substance Abuse Local Authority states: When the Local Authority subcontracts, the Local Authority shall at a minimum:

- (1) Conduct at least one annual monitoring review of each subcontractor. The Local Authority shall specify in its Area Plan how it will monitor their subcontracts.**

Describe how monitoring will be conducted, what items will be monitored and how required documentation will be kept up-to-date for active subcontractors.

WHS maintains very few subcontracts for treatment services. Most services are done by staff that are directly employed by WHS. The WHS Contract Specialist is responsible for initiating, maintaining and monitoring all subcontracts for treatment of a mental health or substance use disorder, including MAT. She maintains a log of all contracts to track the contract expiration date (if applicable), the DHS treatment license expiration date (if applicable), and the liability insurance expiration date. She will contact the subcontractor when those dates are approaching to determine if the contract needs to be continued and if so to update the supporting documentation. She also conducts an annual audit of a sample of services reimbursed to the contractor to ensure that the services are appropriately delivered and documented in compliance with Medicaid and OSUMH standards. As we are requesting the annual documentation for audits, we are including a request for the conflict of interest forms, which will be stored in SharePoint along with the other documentation associated with the contract. A random sample of about 10% of billed services are selected for review. A letter is sent to the contractor with the service dates/clients selected and they are asked to submit documentation of those services. A brief summary of the audit results is kept in SharePoint. The documentation containing the PHI is scanned and stored on a network share drive with a password.