



**BLOOMINGDALE TOWNSHIP MENTAL HEALTH BOARD
REQUIREMENTS AND GUIDELINES FOR FUNDING
FISCAL YEAR 2018/19**

BLOOMINGDALE TOWNSHIP MENTAL BOARD

FUNDING REQUIREMENTS AND GUIDELINES

TO APPLY AND BE CONSIDERED FOR FUNDING FROM THE BLOOMINGDALE MENTAL HEALTH BOARD, WE INCLUDE THE FOLLOWING MATERIALS:

1. LIST OF SERVICE CATEGORIES
2. ONE YEAR AND THREE YEAR STRATEGIC PLANS
3. FUNDING GUIDELINE AND INSTRUCTIONS

APPLICATION FOR FUNDING AVAILABLE: 7/01/2018

SUBMITTAL DEADLINE: 8/15/2018

AWARDS: 10/10/2018

1. INTRODUCTION TO THE MENTAL HEALTH BOARD

1.1 The Community Mental Health Act (**405 ILCS 20/1**) provides that a Community Mental Health Board will plan fund, coordinate and evaluate public, services for prevention and treatment of persons with mental illness, developmental disabilities and addiction problems in its geographic area. The Bloomingdale Township Mental Health Board (BTMHB) makes rules and regulations to administer services and facilities that it directs, supervises, or funds consistent with the provisions of the Act.

1.2 The Board is committed to being a responsible trustee of Bloomingdale Township's mental health tax. This document sets forth the service, financial, and administrative accountability requirements of the Board. Furthermore these requirements and guidelines explain the criteria by which the Board monitors and evaluates compliance with the Board's service, fiscal and administrative requirements.

2. MISSION STATEMENT

2.1 To support the prevention and treatment of mental illness, developmental disabilities and substance abuse by identifying, planning coordinating, fostering development and contracting for quality services for the citizens of Bloomingdale Township Illinois.

3. GENERAL ELIGIBILITY REQUIREMENTS TO APPLY FOR GRANTS AND FUNDING

3.1 The Bloomingdale Township Mental Health Board (BTMHB) may provide supplemental funding for any government, school, faith based, 501 (c) (3) Not-for-Profit or private incorporated entity that demonstrates the ability to provide mental health, developmental disability, or addiction services to the residents of Bloomingdale Township, and that have operated for a minimum of one fiscal year.

3.2 Applicants will demonstrate they have the appropriate professional staff with the appropriate academic certification/licensure and appropriate experience.

3.3 Applicant will demonstrate service, fiscal and administrative accountability

3.4 Applicant will complete a standard application.

4. SERVICE RECIPIENTS

4.1 The BTMHB may provide programs through professionals and organizations in the areas of prevention, support and treatment for mental health, addiction and developmental disabilities that service residents of Bloomingdale Township.

4.2 Bloomingdale Township has a population of approximately 112,000 encompassing 35.3 square miles covering portions of the following communities and unincorporated areas:

Addison (west quarter), Bloomingdale, Carol Stream (partial), Glendale Heights (vast majority), Hanover Park (partial), Itasca (partial), Lombard (north edge), Roselle (partial), Schaumburg (partial), Cloverdale, Keeneyville, Medinah, Swift Glen Ellyn Countryside

5. FUNDING PRIORITIES

5.1 The BTMHB is mandated by Illinois statutes (405 ILCS 20/1) to establish a one and three year plan (405 ILCS 20/3E, (note f). These plans are to be updated yearly. The plans are based on an Assessment of Needs conducted by the Mental Health Board (405 ILCS 20/3E, (noted) as well as community, provider and client input (405 ILCS 20/3E, (note I)).

5.2 The Assessment of Needs as well as the one year and three year strategic plans set the priorities and directs the funds of the Mental Health Board. Those areas identified as critical as well as areas targeted to benefit the community to the greatest extent and meeting the identified needs will be prioritized to receive funding.

6. FUNDING PRACTICES AND METHODS

6.1 Bloomingdale Township Mental Health Board funding will supplement and not supplant other funding sources in accordance with applicable law. If another source of funding can support a service, the Bloomingdale Township Mental Health Board expects those funds be used for that service.

6.2 The Bloomingdale Township Mental Health Board is a payer of last resort. That means billing all other payment sources first, such as Medicaid, Medicare, private insurance, co-pays and charitable donations.

6.3 It is the obligation of the individual or organization to notify the BTMHB of their inability to bill a funder prior to the service and to work with the BTMHB to find alternative qualified appropriate services. Individuals or organizations serving clients with high deductible plans and no access to

Medical savings accounts may still be eligible to receive funding as deemed appropriate and until the deductible is met and as qualified in award contracts.

6.4 The individual or organization may use a sliding fee schedule and at times may be required to do so. If a sliding fee schedule is being used, the individual or organization must submit a copy for the BTMHB approval during the contract development state. Revenue generated through fees is required to cover the expense of delivering the contracted service.

6.5 The Bloomington Township Mental Health Board may administer and manage funds from county, state, federal, or private sources. The management of such funds will follow the BTMHB guidelines and any additional requirements according to the funding source.

6.6 Grant and contract format decisions rest with the BTMHB.

6.6A Following is a list and description of the types of grants and awards the board may utilize in developing contracts:

6.7 Standard Grant Contract

6.7A If approved by the Board, grant contracts may include a one-time lump sum payment as needed. Payment is predicated on the budget and obligations associated with the contract. Typically payments are divided into equal monthly amounts over the term of the contract. Reconciliation of payments to actual expenditures shall be submitted to the BTMHB at the end of six months and at the end of the BTMHB fiscal year, and unspent dollars will be returned to the BTMHB within 30 days. **Grants are typically funded to ensure access to a particular level of care or to underwrite the cost of infrastructure needed for the program.**

6.7B Accountability is tied to defined performance measures against accepted practices. Renewal of a contract for another period is not guaranteed.

6.7C Any renewal of a prior year contract is subject to renegotiation of terms based on provider performance, needs assessment findings, or a desire by the BTMHB to redirect funding in response to a change in goals, objectives or priorities.

6.8 Purchase of Service Contract

6.8A Payment is driven by retrospective billing for units of service provided within the constraints of the contract maximum.

6.8B Whenever possible and appropriate, BTMHB contracts will establish rates based on those used by the State of Illinois (e.g., Part 132, Medicaid Community Mental Health Services Program) where applicable. Different rates may be used where State rates are not appropriate or applicable.

6.8C When not available or applicable, the BTMHB will provide payments at the defined unit rate for services after they have been delivered based on the contract. These payments will follow the payment plan detailed in the contract.

6.8D Providers of services must maintain sufficient documentation to show coordination of benefits and eligibility of funding. This responsibility lies solely on the Provider. The contract specifies the base rate.

6.8E Accountability is tied to defined performance measures against accepted practices. Renewal of a contract for another period is not guaranteed.

6.8F Any renewal of a prior year contract is subject to renegotiation of terms based on provider performance, needs assessment findings, or a desire by the BTMHB to redirect funding in response to a change in goals, objectives or priorities.

6.9 Purchase of Position

6.9A This type of funding is used for contracts in which the BTMHB is paying for a particular staff position that is critical to the delivery of an approved program or service for which Purchase of Service funding is not applicable or deemed by the board as the most effective.

6.9B Billing activity of Purchase of Position staff to any other payer is prohibited and considered supplementing and/or non-compliant with coordination of benefits if funded at 100% FTE (Full Time Equivalent).

6.9C If the Purchase of Position is funded for less than the full time, the BTMHB may agree to permit the provider to utilize the staff member in other roles including the potential for billing activity to other funders for the time not paid for by the BTMHB, subject to underlying documentation of time spent. If the Purchase of Position is for a full time allocation, the staff member is prohibited from performing any other function at the agency.

6.9D The BTMHB may provide up to 30 days funding if the position is vacant or unavailable for work for more than 30 days. Purchase of position may include all position related expenses if agreed upon by the BTMHB and included in the approved budget. The BTMHB reserves the right to approve selection of any candidate under a Purchase of Position agreement. Funding shall be reconciled to actual expenses at six months of the grant term and at the end of BTMH board grant contract, with unspent dollars returned to the BTMHB within 30 days.

6.9E Accountability is tied to defined performance measures against accepted practices. Renewal of a contract for another period is not guaranteed.

6.9F Any renewal of a prior year contract is subject to renegotiation of terms based on provider performance, needs assessment findings, or a desire by the BTMHB to redirect funding in response to a change in goals, objectives or priorities.

6.12 Mental Health Board Capital Requests

6.12A Any funded individual, organization or entity meeting the requirements of the BTMHB and initiating a program related to the strategic goals of the BTMHB may request capital funds from the BTMHB for capital expenditures specifically related to programs or services funded by the BTMHB.

6.12B The agencies must be aware that the BTMH does not routinely budget for these requests but will consider each request on a non-precedent setting, case-by-case basis. Request must be in writing to the Board outlining the program, the total budget (including all revenue and expenditures related to the capital request) a timeline for implementation for the request, and identification of any other sources of funding.

6.12C The calculation of percentage of cost attributable to the BTMHB should also be included, based upon the Mental Health Board covered program to overall agency expenses or total program expenses (excluding the proposed capital expense).

6.12D Priority consideration is given to those request that directly impact life safety considerations. Capital requests may be excluded from funding eligibility if noted with a Notice of Funding Availability or Request for Funding Proposals

6.13 Intergovernmental Agreement

6.13A The BTMHB, at its discretion, may enter into an intergovernmental agreement with other units of government for the delivery of services.

7. AWARDING OF CONTRACTS

7.1 Request for Proposal

7.1A. The BTMHB may award funds through a request for proposal (RFP) bidding process in which individuals, organizations, or services are invited to submit a proposal according to appropriate specifications detailed in the application. These specifications, in many instances, require that organizations/individuals/entities meet qualifications set forth in statutes, laws, rules and regulations of federal, state, county, or local government entities. When such legal requirements exist, an individual or organization will demonstrate the capability to meet these in order to be eligible to respond.

7.2 Fiscal Agent

7.2A The BTMHB may award funds acting as a fiscal agent for a particular individual/agency/entity. An award of these funds follows the particular instructions and guidelines of the Agency. Federal or state funds are occasionally awarded to planning groups, coalitions, and local units of government. These groups need an administrative organization to manage the funding, to contract with providers, to coordinate the activities to meet the reporting requirements, and to monitor service implementation. As fiscal agent, the BTMHB provides the services to fulfill such requirements. The BTMHB will consider each request to serve as a fiscal agent and, if approved, develop an appropriate contractual agreement. The BTMHB will follow the contractual obligation and the appropriate rules and regulations related to the original source of the particular funds, and will execute appropriate subcontracts with providers of service.

7.3 Petitioning the BTMHB

7.3A. Any service provider meeting the BTMHB eligibility requirements may petition the BTMHB for funding. The organization interested in obtaining funds shall submit: 1) A concise description of the purpose of the funding, 2) The amount of funding desired 3) A detailed budget narrative, and 4) The expected impact (outcome) to the Bloomingdale Township Community. The BTMHB will provide feedback concerning the substance of the request and how the request relates to the BTMHB priorities and fund availability.

7.3B The BTMHB makes decisions regarding unsolicited funding requested based on the follow criteria:

- 1) Is the service identified in the one and three year plan?
- 2) Does the request relate to the priorities communicated in the one and three year plan?
- 3) Is the service within the BTMHB authority as defined by Illinois Statutes?
- 4) Does the request involve matching funds which will generate additional funds to Bloomingdale Township or the agency?
- 5) Are uncommitted funds available to fund the request?
- 6.) If the request involves funding expected to continue beyond one year, as compared to a one-time request, does it impact the BTMHB financial status?
- 7) Does the agency meet the required rules and regulations?
- 8) Does the agency meet all appropriate eligibility requirements for BTMHB funding?

7.4 BTMHB Fiscal Year and Timeline for Submitting Information to Receive Funding

7.4A. The BTMHB fiscal year runs from April 1st to March 31st.

7.4B Generally, the BTMHB will adopt a set budget for each new fiscal year at the preceding February Board Meeting.

7.4C Request for proposals and invitations to bid will be sent out in October with applications and submittals returned by January.

7.4 D Proposals will be reviewed and contracts developed in February and March.

7.4E Contracts will be completed and sent out in March and awarded in April with annual contracts running from June 1st until May 31st corresponding with the levy cycle.

7.4F However, the BTMHB may consider a request for funds at any time.

7.4G. It is the intent of the BTMHB to publicize bidding and funding opportunities to allow ample time for all eligible individuals and organizations serving the Bloomingdale Township community to submit proposals and for all interested parties to comment on those proposals as well as the priorities of the board with the goal of providing the best outcome for the residents of Bloomingdale Township.

GUIDELINE FOR FIRST YEAR OF OPERATION

7.4H Since this is the first year of funded operation for the BTMHB, requests for proposals (RFP's) will be available after the adoption of the One Year Strategic Goals and updating of the Three Year Strategic Goal, approval of the budget and input from the Needs Assessment Committee in determining priorities.

7.4J Applications will be available July 1, 2018 for distribution.

7.4K Completed Applications will be accepted anytime with the final completion date being 8/15/2018.

7.4L Applications will be reviewed by the BTMHB on 10/01/2018. Those submitting applications may request to be included on the agenda to comment and clarify on their applications and answer any questions from the board.

7.4M Awards will be voted on by the BTMHB on 10/10/2018.

7.4N The intent is for all contracts to be executed and completed by 12/12/2018

7.4O First year contracts may be less than a year in duration to regularize the contract cycle for forthcoming years.

8. CONTRACT DEVELOPMENT

8.1 After announcement of awards, the board will notify the individual or organization with a letter of intent to Award Contract. This letter will be sent within 7-15 days of approval of the award.

8.2 This award letter delineates key aspect of service delivery or deliverables, documentation of requirements and payments.

8.3 A contract will then be completed and signed and approved by the individual or organization and the BTMHB board.

8.4 Unexecuted contracts will become null and void 30 days after the awards letter.

9. PAYMENT METHOD AND PRACTICES

9.1 The BTMHB will pay for services or disburse grant funds according to the relevant provisions of individual contracts.

9.2 Payment will be for the approved contractual services to the approved individuals/organizations defined in the contract.

9.3 Total payment will not exceed the maximum amount stated in the contract.

9.4 The BTMHB is not obligated and will not make any payments for services or deliverables that exceed the stated contract amounts.

9.5 Payment methods and practices will vary depending upon the funding method and the funding purpose. Whatever payment method is utilized the objectives are as follows

- A. BTMHB funds support the approved services to the approved individual or organization.
- B. BTMHB funds do not supplant other available funding.
- C. The BTMHB level of payment is reasonable and cost efficient.
- D. BTMHB funds do not supplement Medicaid.

9.6 BTMHB payments may fully pay for a unit of service, or at times, partially support a service, unless that unit of service is co-funded with Medicaid funds.

9.7 When BTMHB payment is expected to cover the full cost of the unit of service, an individual or organization may not receive payment from another source for the same unit of service, or claim the unit of service as paid by another funding source, i.e., a non-Medicaid or grant contract.

9.8 When BTMHB payment is partially supporting a service, a provider may be billing and/or receiving payments from another source. In those instances, the individual or organization may claim the unit of service to another funding source and have disclosed all sources and amount of funding for the service to be cofunded.

9.9 BTMHB payments may support a service completely or, at times, partially support a service. When BTMHB payments are expected to cover the full cost of the unit of service an agency or organization may not receive payment from another source for the same service.

9.10 An individual or organization under contract must submit an appropriate accurate voucher with the required documentation to generate payment from the BTMHB

9.11 An individual or organization under contract must submit a voucher for payment within 60 days from the end of the month in which the services were delivered. Any voucher submitted after the 60-day time limit will be designated by the BTMHB as late. ***In order to have a late voucher processed for payment, the individual or organization must fully explain the reasons for the late submittal along with the voucher for payment.***

10. ACCOUNTABILITY REQUIREMENTS

10.1 The BTMHB requires that its funds support effective services to eligible individuals in a cost efficient manner, and expects that the cost of services will be reasonable. An individual or organization under contract to the BTMHB agrees to provide any requested financial information or access to any financial record so that the BTMHB may make such determinations.

10.2 The Board requires an individual or organization to comply with government required and generally accepted accounting procedures for that type of organization.

10.3. An individual or organization under contract with the BTMHB must report services and other contractual activities as defined in the individual or agency contracts in a timely manner.

10.4 An individual or organization under contract with the BTMHB must submit all required reports and If applicable, each individual or organization under contract with the Board will submit an annual financial audit within 120 days of the end of their fiscal year. Unless granted an exemption, this audit should identify income and expenses related to the Board's contract.

10.5 An individual or organization must voucher for any or all services or other deliverables within 60 days of the end of any contract.

10.6 The BTMHB may provide advance payments to assist an individual or an organization under contract with the Board with cash flow difficulties.

10.7 To receive advance payment, a written request must be submitted. The written request for advance payment will contain the following information; the amount of the advance payment requested, an explanation regarding the cash reserve position of the organization, and financial documents which demonstrate the previous explanation.

10.8 An individual or organization under contract with the BTMHB must agree to onsite and desk audit monitoring by BTMHB or its agents.

10.9 An individual or organization under contract the BTMHB must make available at the BTMHB site visit any clinical or programmatic reviews conducted by any DHS, other state department or department representative or other fund in the last twelve months to reduce duplication of efforts.

10.10 An individual or organization under contract the BTMHB must make available to staff or agent of the BTMHB any financial document, recipient service document, and/or case record necessary to verify contractual service delivery and billing, revenue and expenses and compliance with the contract funding parameters. Unless an exception has been made, all client records should contain a valid social security number or state RIN, an individual service plan or treatment plan with goals or expected outcomes, service start and stop dates with an authorized signature for each entry, proper release forms for information sharing , and records should directly relate to the data enter for payment.

10.11 If service logs are agreed upon by the BTMHB, the log should have full client detail with start and stop times, authorized signatures and detailed description of activity or service.

10.12 If staff time sheets are agreed upon by the BTMHB and the staff person is working in more than one position, the time sheets should have start and stop times, authorized signatures and a detailed activity log showing that the time billed to the BTMHB reflects the agreed upon service or activities.

10.13 For contractual or consultant services, documentation should reflect copies of checks paid to the consultant and a detailed voucher or log of the services or activities provided by the consultant. The voucher or log should include start and stop times and authorized signatures.

10.14 For capital projects or purchases of any kind, documentation should reflect original receipts, copies of checks for purchases with dates paid and a detailed description of the purchases. Capital purchases may be viewed by BTMHB staff or agents.

10.15 The BTMHB may require the implementation of program and or client outcome measures for its contracts. An individual or organization under contract with the BTMHB must comply with the evaluation requirements and will report such information at the required interval.

10.16 When BTMHB funds are a match or commingled with other funds, BTMHB staff or its agents will monitor the cost center of those funds using the appropriate rules and regulations which govern such funds. An individual or organization must allow BTMHB or its agent to conduct such monitoring and provide the necessary information for such monitoring.

10.17 The BTMHB requires that an individual or organization under BTMHB contract identify any corporation, organization or individual with which there is a relationship which could pose a possible conflict of interest. This includes corporations in which shared BTMHB members exist, management or subcontracts for services exist, or shares are owned.

10.18 The BTMHB may place a provider on probationary status. When a provider fails to comply with contractual expectations over a period of time, or if there has been a single incident of sufficient gravity the BTMHB may choose to place that provider on probation. Therefore, if designated improvements or corrections are not made by the provider within a specified period of time, the BTMHB may move to payment suspension.

11.TERMINATION OF CONTRACTS

The BTMHB reserves the right to terminate an individual or organizations contract at any time upon 30 day notice.