

CONTRACT COMPLIANCE REVIEW PROCESS

In accordance with Ohio Administrative Code, (OAC) 5123:2-1-02 Administration and operation of county boards of developmental disabilities, the Montgomery County Board of Developmental Disabilities Services (MCBDDS) shall have a process for ensuring that contracted entities are in compliance with rules and statute.

MCBDDS only contracts with the Ohio Department of Developmental Disabilities (DODD) certified providers for the provision of direct care supports for individuals not receiving Medicaid and/or not enrolled on a waiver. Provider Compliance Specialists, assure provider certification compliance through DODD's process outlined in OAC 5123:2-2-04. Provider Compliance Specialists, or their designee, are available to assist providers by performing a preliminary compliance review in accordance with MCBDDS procedures, which may include, but is not limited to, a review of background checks, staff training, service delivery documentation, policies and procedures.

Nothing in this procedure shall preclude MCBDDS from initiating a special review as outlined in OAC 5123:2-2-04 Compliance reviews of certified provider, if concerns warranting heightened scrutiny are identified before initiating this process. Special reviews by DODD will be requested if compliance concerns arise that are unable to be remedied with MCBDDS' technical assistance.

- All new direct service contract entities will be viewed by the County Board every three years. If the County Board notes concerns with contractors, it may conduct a review at any time to address concerns.
- The Provider Development Manager shall meet with all new subcontractors to provide criteria and expectations for doing business in Montgomery County.
- When a provider becomes a new subcontractor, the Transition Coordinator shall provide an outline of the compliance review process with the initial contract.
- The Medicaid Compliance Manager shall review invoices and documentation and will notify the Residential Compliance Manager of concerns that warrant follow up.
- Each year, the subcontractors to be reviewed are sent a letter to schedule the review and a list of the individuals to be reviewed.
- The MCBDDS review tool shall be used for all reviews.
- Once the results are sent, the provider has 30 days to respond with either challenges to the findings or, if there are no challenges, with the Plan of Correction (POC).
- If there are challenges, the reviewer will respond within 14 days with either acceptance of the challenge or with saying the finding still stands. The provider then has 14 days to present the POC.
- Once the POC is received, it is reviewed and if the POC meets all findings satisfactorily, the provider is notified by letter that POC has been accepted and no further actions will need to take place.
- If the POC does not meet all findings satisfactorily, the provider is again notified by letter that with the needed action identified and this action must be met within 14 days. If the provider does not respond within 14 days the agreement is subject to termination based terms outlined in the contract.

**Montgomery County Board of Developmental Disabilities Services
Contract Review Form**

Provider:	Contract Term:		
Reviewed By:	Review Date:		
	Acceptable	Unacceptable	Not Applicable
Section 1: SERVICE TERM			
Contractor provided services for the entire service term.			
Contractor provided 60-day notice upon termination of the contract.			
Comments:			
Section 2: SERVICES RENDERED			
Contractor has concerns/complaints from MCBDDS, individuals supported, or families.			
Contractor develops and implements a plan of correction for deficiencies or complaints either through the Board or individual/family on supports provided.			
Contractor delivers and documents services in accordance with the specifics of the contract.			
Contractor follows Board policies/procedures, if applicable, and complies with DODD rules/laws and certification requirements.			
Provider maintains staffing ratios in accordance with acuity rating for individuals served.			
Major Unusual Incident and Unusual Incident reporting is occurring in accordance with OAC 5123:2-17-02.			
Contractor has no known conflicts of interest.			
Comments:			
Section 3: CONTRACT TERMS			
Invoices are submitted on a regular basis and include dates of services or hours of services with a brief description of services delivered (Invoices are due by the fifteenth day of the month following delivery of services and should not be submitted later than 60 days from service delivery).			
Contractor invoiced for unit or dollar amounts authorized by Board.			
Contractor provides necessary information to assist in a Quality Inspection to ensure compliance with DODD standards and County Board policies and procedures			
Comments:			
Section 4: AGENCY STANDARDS			
Contractor has signed a Release of Information indicating they have been added to the Interdisciplinary Team.			
Contractor has Articles of Incorporation and By-laws available for review.			
Contractor has provided evidence of certification, licensure, and/or accreditation.			
Contractor has proof of insurance for each type of coverage required by the contract.			

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Comments:

Section 5: GENERAL PROVISIONS

Contractor did not subcontract any services without prior approval from the Board.			
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Contractor does not use the Board's name in any promotional or advertising material without prior written approval from the Board.			
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Comments:

CONCLUSION

Overall evaluation of performance			
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Recommendation for new contract			
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Comments: