


CHAPTER Administration	CHAPTER 01	SECTION 002	SUBJECT 85
SECTION Operation		DESCRIPTION Procuring Employment Services Providers, Independent Contractors and Network Providers	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Network Provider	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agency	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) programs utilize Employment Service Providers, Independent Contractors or Network Providers, when the need exists and such measures can be justified as economically feasible.

STANDARDS:

- A. Persons providing services as Independent Contractors work independently and are responsible for the work they perform.
- B. Employment Services Providers provide services onsite at LCCMH and are monitored and supervised by LCCMH clinical staff and Administration.
 - a. Services may be provided on a regularly scheduled or on-call / substitute basis.
 - b. The Employment Services Provider Agency serves as a staffing agency and is responsible to provide appropriate staffing levels as approved by the Chief Executive Officer (CEO).

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- C. Network Providers are responsible to provide appropriate staffing levels as outlined in their contract and according to the Individual Plan of Service for the person served.

PROCEDURES:

- A. The need for Employment Service Providers, Independent Contractors or Network Providers is established through any of the following means:

1. Annual Gap Analysis
2. Annual Needs Assessment
3. When there is risk of a waiting list for services
4. When the LCCMH Management Team and CEO agree additional providers are needed.

- B. The procedure for selection and placement of Independent Contractors and Employment Services Providers is as follows:

1. When the CEO, Chief Operating Officer (COO) or a supervisor sees the need for Employment Services Providers or Independent Contractors, the request will be taken to the CEO who will authorize or reject the request. The requesting individual will be notified of the CEO's decision. When a request is rejected, the CEO will provide the rationale.
2. The CEO will conduct interviews with prospective independent contracted psychiatrists.
3. Employment Services Provider Agencies will have contractual agreements with Employment Services Providers.
 - a. LCCMH management staff may be included in the interviews for Employment Services Providers.
 - b. Once the Supervisor and/or CEO has made a selection, in collaboration with the Employment Service Provider Agency, the supporting material (e.g. application for credentialing and privileging) will be given to the LCCMH Human Resources staff.

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- c. Employment Service Provider Agencies are required to maintain materials to fulfill contract requirements:
 - Applications
 - Resumes
 - Background checks
 - Training documentation
 - d. Materials will be reviewed for completeness, the contract will be prepared, and signatures obtained.
- C. LCCMH contracts with an Employment Service Provider Agency to manage contracts for LCCMH (contract manager).
1. Upon selecting a Network Provider or Employment Services Provider Agency, the contract manger reviews the contract and the contractual service payment form with the provider and/or agency.
 2. Supervisors may participate in interviews with prospective Network Providers.
 3. The contract manager ensures all Provider Network Agencies, Employment Services Provider Agencies, Independent Contractors, and Employment Services Providers reviews the specific terms of the contract and knows how and when they will be paid.
- D. Contracts with Independent Contractors, Employment Services Provider Agencies, and Network Providers may be ongoing or may expire on a specific date.
- E. Independent Contractors and Employment Service Providers will have performance indicators, which will be reviewed annually.
- F. Network Providers are monitored annually according to the LCCMH Network Provider Monitoring Policy and Plan.
- G. Reimbursement for services performed by Independent Contractors, Employment Service Provider Agencies or Network Providers will be made through the agency's accounts payable process.

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- H. Independent Contractors and Network Providers are not eligible for fringe benefits and are responsible for their own federal, state and local withholding and FICA taxes.
- I. Time sheets or invoices will be submitted in accordance with the published schedule and reimbursement will be made on the regular county schedule for invoice payments, generally within 30 days of receipt of the invoice.

DEFINITIONS:

Network Provider: An agency or organization providing services through a contractual agreement with LCCMH in community locations (examples are Adult Foster Care homes, Community Living Supports, Respite, Inpatient Hospital, clinical services).

Employment Services Provider: A person who provides services at LCCMH Buildings and locations but the employer is an Employment Services Provider Agency. Employment Services Providers are to follow criteria as established by the agreement between LCCMH and Employment Services Provider Agency.

Employment Services Provider Agency: An agency entering into a contractual agreement with LCCMH to provide staff and services at LCCMH Buildings and locations (examples are Contract Management Associates and Helping Hands).

Independent Contractor: A person, business, or corporation providing goods or services under terms specified in a contract or agreement with LCCMH. At the end of the year a 1099 is sent by the County of Lapeer (examples are doctors, lawyers, maintenance, and housekeeping).

LE:mgr

This policy supersedes
#02/06010 dated 02/22/2006.
