

Montgomery County Community Mental Health Board

Requirements and Guidelines for 708 Funding

INTRODUCTION

The Community Mental Health Act [Ill. Rev., Ch. 91-1/2m, pars. 300.1 et seq.] (the Act) provides that a Community Mental Health Board, a unit of local government, will plan, fund, coordinate, and evaluate public services and facilities for the treatment of persons with mental illness, developmental disabilities, and substance abuse problems in its geographic area. The Montgomery County Mental Health Board (the Board) makes rules and regulations to administer services and facilities that it directs, supervises, or funds consistent with the provisions of the Act.

The Board is committed to being a responsible trustee of Montgomery County'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.

I. MISSION STATEMENT

To provide leadership and funding to ensure the availability of community based mental health services for the residents of Montgomery County who are affected by developmental disabilities, mental illness, or substance use disorders.

II. SERVICE AREA OF THE BOARD

The service area of the Board, in accordance with the Act, shall be Montgomery County, Illinois. Services which are purchased by the Board with Montgomery County tax funds, in accordance with the Act, will be for Montgomery County residents.

III. ELIGIBILITY REQUIREMENTS FOR BOARD FUNDING

- A. General. Any individual or organization which meets the relevant, appropriate criteria is eligible to receive Board funds. These criteria are:
 1. For Treatment Providers:
 - a. An individual will be appropriately professionally certified or licensed by the applicable state or national board or organization.
 - b. An organization may be public or private, not-for-profit or for profit, or a governmental unit.
 - c. An organization will demonstrate that it has the appropriate professional staff with the appropriate academic certification/licensure, and appropriate experience.
 - d. The Board encourages individuals and organizations to have appropriate state or national licensure or certification. In certain instances such licensure or certification may be required.
 - e. An organization or an individual will demonstrate financial reliability and stability.
 - f. An organization or an individual will demonstrate the capability of appropriate service, fiscal, and administrative accountability.
 2. For Client/Family Education and Advocacy Providers:
 - a. An organization may be public or private, not-for-profit or for profit, or a governmental unit.
 - b. An organization or an individual will demonstrate financial reliability and stability.
 - c. An organization or an individual will demonstrate the capability of appropriate service, fiscal, and administrative accountability.

- B. Funding. This Board's funding will supplement, and not supplant, other funding sources. If another source of funding can support a service, the Board expects those funds to be used for that service.
- C. Service Recipients. Service recipients will be Montgomery County residents. In instances where clear benefit exists to the County, such as crisis intervention and services in the County jail, services may be to non-Montgomery County residents.

IV. FUNDING PRACTICES AND METHODS

A. General

1. Planning

- a. The Montgomery County Mental Health Board annually prepares and approves a service and budget plan, and requests that the Montgomery County Board levy a mental health tax based on these plans. The Montgomery County Mental Health Board, by legal statute, administers these County funds.
- b. The Montgomery County Mental Health Board may administer and manage funds from state, federal, or private sources. The management of such funds will follow the Board guidelines and any additional requirements according to the funding source.

2. Type of Contracts

- a. Grants
- b. Purchase of Services (POS)

3. Awarding of Contracts

- a. Request for Proposal (RFP): The Board's fiscal year is from July 1 to June 30, and the Board usually adopts a budget for each new fiscal year in the preceding 30 days. Therefore, an organization considering requesting funding should forward their application on or before May 1st to allow for the opportunity for full consideration.
- b. Direct Solicitation by the MCCMH Board for the needs of the county.

B. Payment Methods and Practices

1. General

- a. The Montgomery County Mental Health Board will pay for services or disburse grant funds according to its *Requirements and Guidelines for Funding* and the relevant provision of individual contracts. Payment will be for the approved contractual services to the approved individuals defined in the contract, and total payment will not exceed the maximum amount stated in the contract. The Board is not obligated and will not make any payments for services or deliverables that exceed the stated contractual amounts or are not part of the defined services of an individual contract.
- b. Although the Board's preferred method of payment is purchase of service, funds may also be disbursed through grant, capitated, or by other method. Payment method and practices will vary depending upon the funding method and the funding purpose. Whatever payment method is used, the objectives are to assure the following:
 - 1) Board funds support the approved services to the approved individuals.
 - 2) Board funds do not supplant other funds.
 - 3) The Board's level of payment is reasonable and cost efficient.
- c. Board payments may support a unit of service completely or, at times, partially support a service. When Board payments are 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 service. When Board payment is partially supporting a service, a provider may be billing and/or receiving payments from another source. In these instances the individual or organization shall follow the specific parameters detailed in their contract.

- d. An individual or organization under contract must submit an appropriate accurate voucher with the required documentation to generate payment from the Board.
 - e. 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 Board as late. In order to have a late voucher processed for payment, the individual or organization must fully complete and submit the appropriate Board form related to late vouchering. On this form, the individual or organization must detail the reason(s) for the late voucher and provide a plan to remedy the situation. Upon receipt of this form, the Board may then process the voucher for payment. This does not apply, however, to vouchers that have not been received within 60 days of the contract's period end.
 - f. An individual or organization must voucher for any or all services or other deliverables within 60 calendar days of the contract period's end. The Montgomery County Mental Health Board will not be liable under any contract to pay for such services and will not pay for services for which a voucher has not been submitted within 60 days of the contract's period end.
2. Purchase of Service (POS)
- a. All requirements listed under "Payment Methods and Practices, IV. B. 1. General a) - f)" are applicable to POS Contracts unless specifically deleted herein.
 - b. The Board will provide payment at a defined unit rate for services after they have been delivered. These payments will follow the payment plan detailed on the Service Delivery and Payment Plan Contract Form.
 - c. The Montgomery County Mental Health Board will determine a unit rate for each service. A unit rate is the amount of funds that the Board would pay for one unit of a particular service. The Board may use different rate setting methodologies.
 - d. Unless an individual's or organization's contract states differently, monthly vouchering is required.
 - e. The Board's payment will be based on the actual number of service units delivered and will not exceed the total of monthly planned units except as defined in "B.2.f)."
 - f. If an individual or organization fails to deliver the total amount of planned services in one month, the Board permits the unused planned units to be applied to any other month in that quarter. Therefore, if an individual or organization exceeds planned units one month and falls short in another month within the quarter, the units will automatically shift from one month to another within that quarter. The quarters are as follows:
 - 1) July, August, September;
 - 2) October, November, December;
 - 3) January, February, March;
 - 4) April, May, June.
3. Grant
- a. Grants will be paid in twelve monthly payments.
4. Advance Payments
- a. The Montgomery County Mental Health Board may provide advance payment(s) to assist an individual or an organization under contract with the Board with cash flow difficulties. The Board may authorize an advance payment equal to one month's planned fund disbursement. Any request larger than the current month's planned disbursement will be referred to the Budget and Finance Committee for consideration.
 - b. The written request for advance payment will contain:
 - 1) The amount of the advance payment requested.
 - 2) An explanation regarding the cash reserve position of the organization.
 - 3) Financial documents which demonstrate the previous explanation.

- 4) The reason(s) for the cash flow difficulties.
- c. The board will approve or disapprove a request for a one month's advance. The board will report each request and their action to the next meeting of the Budget and Finance Committee. The Budget and Finance Committee will examine requests within its normal meeting schedule.

V. ACCOUNTABILITY REQUIREMENTS

A. General

1. Meetings

- a. An individual or organization under contract with the Montgomery County Mental Health Board will notify the Montgomery County Mental Health Board of their Board of Director's meetings on a timely basis. Upon request, such an individual or organization agrees to allow a Mental Health Board member or Board staff to attend their Board meeting(s).
- b. An individual or organization under contract with the Board will provide to the Mental Health Board minutes of their Board of Director's meetings upon request.

2. Planning

- a. An individual or organization under contract with the Board may be required to provide the Board with a full copy of any request or application for new or adjusted public funding for mental health, developmental disabilities, and/or substance abuse services within one week of the time submitted to the funding body. The 708 statute requires the Mental Health Board to review and provide comment on such requests and applications. This includes applications to units of the federal government, state government, and local governments.
- b. An individual or organization which is under contract with the Board and receives funds from the Illinois Department of Human Services or funds for mental health, developmental disabilities, and/or substance abuse services from another Department of Illinois State Government may be required to submit to the Board the following within one week of submission to the State Department:
 - 1) Budget applications,
 - 2) Service plans,
 - 3) Program Service and Funding Plans,
 - 4) End of year Service and Fiscal Reports, and,
 - 5) Any other documents commonly referred to as "Agency Plans."

3. Financial

- a. The Montgomery County Mental Health Board 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 Board agrees to provide any requested financial information or access to any financial record so that the Board may make such determinations.
- b. The Board requires an individual or organization to comply with government required and generally accepted accounting procedures appropriate for the type of organization.
- c. 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 this Board's contracts. This requirement includes any management letter which accompanies the audit.
- d. An individual or organization under contract with the Board will submit to the Board any changes to an audit, related to the last five years, within 30 days of that individual's or organization's receipt of that change.
- e. In the event there is a disagreement about audit findings, an individual or organization will allow the Montgomery County Mental Health Board to have an independent auditor perform an audit at the Board's expense.

- f. An individual or organization under contract with the Board will serve Montgomery County residents regardless of their ability to pay. 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 organization will submit a copy for Board approval during the contract development stage and at any time the individual or organization makes changes.
- 4. Monitoring and Evaluation
 - a. An individual or organization under contract with the Board will report services and other contractual activities on a quarterly basis according to terms outlined in the provider application/contract.
 - b. An individual or organization under contract with the Board may agree to on-site monitoring by the Board. This monitoring will be used to determine the degree of compliance with the contract and with the *Requirements and Guidelines for Funding*. Frequency will vary depending on the type of service and the results of previous monitoring visits.
- 5. Cancellation of Contract: The Board reserves the right to terminate an individual's or organization's contract at any time upon 30 day notice.