GREATER COLUMBIA BEHAVIORAL HEALTH, LLC. BH-ASO

Budget Policy

No: FM803

Document Type:[1]	X	Policy & Procedure	___	Process Guideline	Adopted: 01/01/2019
					Last Reviewed: 11/09/2020
	___	Plan	___	System Description	Retired: ___

Revisions: Revised 11/7/2019

Document Scope: (applies to Policy & Procedure only)

X The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.

– The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers[2].

– The requirements herein apply both to GCBH BH-ASO and its network providers[2]. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To define the budget approval process.

POLICY

A. Greater Columbia Behavioral Health, LLC BH-ASO (GCBH BH-ASO) is accountable for all available resources designated in the Washington State Healthcare Authority (HCA) contract according to RCW 71.05 and 71.24

PROCEDURE

1. The Executive Committee approves a budget prior to the beginning of each year. The budget includes all resources from the Behavioral Health Division, Health Care Authority, 4 Managed Care Organizations and GCBH BH-ASO; and categorizes estimated revenues and expenses according to BARS (budgeting, accounting, and reporting system) consistent with generally accepted accounting principles.
2. The budget is submitted to and approved by the GCBH BH-ASO Executive Committee in accordance with RCW 36.40.
3. Budgeted expenditures are not allowed to exceed budgeted revenue plus fund balance.
4. Budgeted amounts for additional staffing requirements must be supported by an itemized listing detailing salary, benefits, and other costs related to the position.
5. The GCBH BH-ASO Finance Department maintains financial records and provides HCA and MCO's with information on the fiscal performance of community behavioral health programs as required under the reporting provisions of the GCBH BH-ASO-HCA and GCBH BH-ASO-MCO contracts.
6. GCBH BH-ASO records of behavioral health funds provided to the Region by the department are maintained in an auditable format. These records are available for audit upon request by the designated audit agent.

APPROVAL

Sindi Saunders

Karen Richardson or Sindi Saunders Co-Directors

2/10/2021

Date

[1]See definitions of document types in AD100, "Development, Approval & Review of Formal GCBH BH-ASO Documents"

[2]"Network Provider" – An organization with which GCBH BH-ASO is contracted for the provision of direct services.