

Document Type:¹ ☒ Policy & Procedure ☐ Process Guideline
☐ Plan ☐ System Description

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Retired: _____

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Document Scope: (applies to Policy & Procedure only)

- ☒ 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 providers².
- The requirements herein apply to both GCBH BH-ASO and its network providers². 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 process for initiating Professional Services Agreements (PSAs).

DEFINITIONS

- I. **Professional Services Agreement (PSA):** A time-limited contract for services with an entity or individual who is not a regular employee of GCBH BH-ASO and who has a specific expertise needed to accomplish GCBH BH-ASO goals.

POLICY

- A. The Executive Committee authorizes the GCBH BH-ASO Co-Director to approve PSAs under \$10,000.00 in value. PSAs of greater value must be approved by the Executive Committee.
- B. Work under a PSA may commence only after the approval process is complete.
- C. The use of PSAs is tracked and periodically assessed to ensure their legal and coordinated use, and to evaluate their implications for the sufficiency and adequacy of staffing in the GCBH BH-ASO Office.

PROCEDURE

1. The staff person requesting a PSA submits a PSA Request for Information Form and all appropriate backup documents to the GCBH BH-ASO Co-Director or designee, who reviews it for appropriateness and, if appropriate, forwards it to the GCBH BH-ASO Attorney and Finance Director for their review and approval.
2. Subsequent to the approval of the Finance and Legal offices, the Co-Director (or designee) prepares the PSA using an approved template, then forwards it with all attachments to the person who requested it for review, corrections, and/or approval.
If changes are made during the requestor's review, the PSA is again reviewed and approved by the GCBH BH-ASO Attorney and the Finance Director.
3. Based on its monetary value, the GCBH BH-ASO Co-Director either signs the PSA or presents it to the Executive Committee.
4. Once approved, the PSA is sent to the Contractor for signature.

- 4.1. A W-9, Confidentiality and Security Agreement, Business Associates Addendum (when the vendor is a business associate as defined in HIPAA), and instructions about the process are included when the PSA is sent to the Contractor.
- 4.2. The Finance and Legal offices are notified when this occurs.
5. When the signed documents are received from the Contractor, the originals are delivered to the Finance office and pdf copies are placed in the ASO drive under the appropriate folder.
6. The GCBH BH-ASO Co-Director (or designee) reports periodically to the Executive Committee regarding all PSAs and the Finance Director provides a report of the costs associated with these agreements to assure compliance with the established budget.

APPROVAL


Karen Richardson or Sindi Saunders, Co-Directors


Date

GREATER COLUMBIA BEHAVIORAL HEALTH, LLC. BH-ASO

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PSA REQUEST FOR INFORMATION FORM

Information needed to complete a PSA:

1. Name of Contractor:
2. Address:
3. Completed W9 using SS Number or Federal ID Number:
4. Purpose for needing the service:
5. Start date and end date (length of time not to exceed one year).
6. Outline of work to be performed:
7. Compensation to be paid to Contractor: \$_____ (hourly rate)
\$_____ (total cost project is NOT to exceed)
8. Is GCBH going to reimburse for any additional expenses, such as mileage, airfare, meals, etc.?
9. Attach all appropriate backup documents.