

Document Type:¹

- Policy & Procedure Process Guideline
 Plan System Description

Adopted: 5/4/2023
Last Reviewed: 4/18/2024
Retired: _____

Revisions: 4/18/2024

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 both to 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 provide guidelines for the use of the flexible funds within the Youth Access and Resource Program Budget.

DEFINITIONS

- I. **Flexible Funds:** That portion of the Youth Access and Resource Programs budget that may be used for costs associated with helping a youth and/or family referred to the Youth Access and Resource Program.
- II. **Mental Disorder:** A syndrome characterized by clinically significant disturbance in an individual's cognition, emotion regulation, or behavior that reflects a dysfunction in the psychological, biological, or developmental processes underlying mental functioning. Please refer to the DSM 5-TR or subsequent version for the full definition.
- III. **Substance Use Disorder:** According to the DSM 5-TR, a substance use disorder involves patterns of symptoms caused by using a substance that an individual continues taking despite its negative consequences. Please refer to the DSM 5-TR or subsequent version for specific substance use disorder criteria.
- IV. **Behavioral Health Disorder:** For the purposes of this program, a behavioral health disorder is a general term that includes individuals suffering from a mental health disorder and/or a substance use disorder.

POLICY

- A. The GCBH BH-ASO YARP Steering Committee Authorizes GCBH BH-ASO staff to utilize the allotted flexible funds within the Youth Access and Resource Team budget to purchase goods, services, or other items determined to be a need for youths and/or their family members that have been referred to the Youth Access and Resource Program. Purchases of goods, services, or other items exceeding one thousand dollars (\$1,000.00) are to be pre-approved by the Finance Director or designee.
- B. Flexible funds may be used for a youth and/or family member when no other readily accessible appropriate funds are available. These funds are to be utilized for school-aged youth and/or their families referred to the Youth Access and Resource Program for

¹See 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.

goods and/or services that the YARP team determines would be of benefit and either directly or indirectly positively impact the behavioral health of the referred youth.

PROCEDURE

1. YARP staff will review all requests for flexible funding use to determine if an individual and/or family qualify. When determining if the use of YARP flexible funds is appropriate, the following three criteria will be considered:
 - a. The youth is suffering from a behavioral health disorder, verified with medical records. If no such records exist, or is unavailable to the YARP team, a Mental Health Professional with the YARP team may determine the youth is suffering from a behavioral health disorder.
 - b. The youth and/or family must have no other readily available resource or funding for the item or services. It will be at the discretion of the YARP team to determine if another resource shall be considered readily available.
 - c. The purchase of goods and/or services shall be deemed necessary and reasonably believed to have a positive impact directly or indirectly on the youth.
2. Purchases of goods and/or services with a combined total under \$1,000 may be made by any of the YARP team members or designee using the YARP assigned credit card. When making a purchase with the credit card, a detailed (itemized) receipt will be required as well as an attestation by the youth or their legal guardian that they received the goods or services. A credit card receipt is not considered a detailed receipt.
 - a. Amounts at or over one thousand dollars (\$1,000.00), and any items or services that cannot be purchased with the YARP credit card, must have prior approval from the Finance Director.
3. All purchases will be tracked, and itemized receipts kept for a minimum of 10 years, or other length of time specified by the Health Care Authority, whichever is longer.

APPROVAL



Karen Richardson or Sindi Saunders, Co-Directors



Date