

MCINTOSH TRAIL  
COMMUNITY SERVICE BOARD

POLICY NO. 1406  
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SUBJECT: ESTABLISHING AGREEMENTS  
FOR CONTRACTED SERVICES PROVISION

EFFECTIVE  
DATE: 06-11-10 (replaces 02-02-10)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

Executive Director

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POLICY

The purpose of this policy is to describe the mechanism used by leaders and managers of the organization to approve agreements for the contracted provision of services outside of McIntosh Trail CSB, in compliance with the provisions set forth in the Department of Behavioral Health and Developmental Disabilities contract and standards of accrediting agencies.

PROCEDURE

If it is determined that a particular service can be provided in a more effective and cost-efficient way by an outside agency or individual, the leader or manager with that planning responsibility will be responsible for negotiating the contract.

All contracts will clearly state in writing the service or product to be provided with detailed description of costs (in whole dollars).

Contracts must be signed by all parties **before** the date services are to begin. All contracts shall include the expectation that the contractor must meet all applicable standards of accrediting agencies and the "Standards for Community Mental Health, Developmental Disabilities, and Addictive Diseases Services".

All contractors must obtain and maintain a professional liability insurance policy which has been issued by an insurance company authorized to transact business in the state of Georgia. A certificate of professional liability insurance must be provided to McIntosh Trail CSB.

The limit of professional liability insurance shall be not less than \$1,000,000 per occurrence, \$3,000,000 per aggregate.

All contracts must be budgeted in the original budget or in a revision.

The contracted services form is updated annually and distributed by the Financial Resources Department.

A list of all subcontractors, to include but not limited to, the disability group(s) served, the services provided, and expected annual cost of services will be provided to Region 1. An updated list will be provided monthly as part of the Monthly Income and Expenditure report package.