

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)**

POLICY STATEMENT

SUBJECT: PROBATIONARY PERIOD FOR NEW PROVIDERS AND/OR NEW PROGRAMS

EFFECTIVE DATE: September 29, 2021

PURPOSE

To ensure that new providers or existing providers with a new program can sufficiently meet the terms of their ADAMHS Board contracts and to provide adequate services to clients pursuant to such contracts.

For the purpose of this Policy, a “new provider” is a mental health and/or substance use disorder (SUD) provider that does not have a prior relationship with the ADAMHS Board in providing such services. Additionally, an “existing provider with a new program” is a mental health and/or SUD provider that has a previous relationship with the ADAMHS Board in providing such services, but the specific services under contract have never been funded by the ADAMHS Board.

POLICY

The ADAMHS Board desires for successful onboarding of new providers into the ADAMHS Board system and successful implementation of new programs.

As a result, when the ADAMHS Board contracts with the new provider or existing provider with a new program (together referred to as the Provider), exclusive of its annual *O.R.C. § 340.036* contracts, the ADAMHS Board may place the Provider on a six (6) months probationary period to evaluate its ability to adequately perform the terms of its contract. At the end of the six (6) months probationary period, the ADAMHS Board may amend the contract to extend probation, remove the probationary status, provide additional funding and/or extend the term of the contract; alternatively, it may choose to end the current relationship.

Additionally, at the sole discretion of its Chief Executive Officer (CEO), the ADAMHS Board may immediately terminate the contract with the Provider for its inability to sufficiently perform the terms of its contract. In the event of termination, the ADAMHS Board will pay any verified outstanding amounts due and owing to the Provider under the contract.

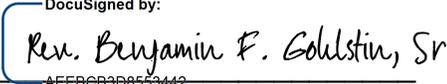
RESPONSIBILITY

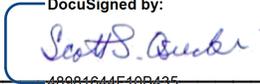
It is the responsibility of the ADAMHS Board CEO, through his or her designee, to meet the high standards as a government authority to monitor programs and safeguard persons receiving services paid in full or part through public funds administered by the ADAMHS Board. As such, the ADAMHS Board shall monitor the Provider in the following manner:

- The Provider shall submit semi-monthly progress reports with metrics outlined in its contract to the ADAMHS Board.
- The Provider shall have semi-monthly meetings with the ADAMHS Board to go over metrics and discuss its progress in implementing its program according to the term of its contract.

- In determining whether the Provider is progressing in its program implementation, the ADAMHS Board shall consider the following factors:
 - Are metrics being met?
 - Has the program deviated from its intended scope?
 - Are there administrative irregularities?
 - Are there irregularities in its financial reporting?
 - Are there communication issues?
 - Are there conflicts of interest that were not apparent during the contracting process?
- If the Provider is not substantially progressing in implementing its program as determined by the ADAMHS Board, the ADAMHS Board shall issue a Memorandum of Understanding (MOU) with a Corrective Action Plan (CAP) with a due date.
- If the Provider is unable to substantially perform under the contract, and subsequently, the MOU and CAP, then the ADAMHS Board may immediately terminate a contract with the Provider and send a notice of termination.

Appendix: Not applicable
Reference: ORC 340.036

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Rev. Benjamin F. Gohlstin, Sr.
ADAMHS Board Chair

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Scott S. Osiecki
ADAMHS Board Chief Executive Officer

September 29, 2021

Approval Date

September of 2024

Review Date