

# SERVICE CONTRACT

Between

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

And

SANILAC COUNTY COMMUNITY MENTAL HEALTH

FY2022

October 1, 2021 through September 30, 2022

Regarding:

Administrative Services Organization (ASO)

&

Software

(Services to be Provided)

# SERVICES DESCRIPTION

## ~ *Administrative Services Organization (ASO)* ~

### ADMINISTRATIVE SERVICES

The Administrative Services noted in this Attachment are the services to be purchased by the Sanilac CMH from the St. Clair County Community Mental Health Authority (hereinafter referred to as "St. Clair CMH").

The ASO services delineated in this Attachment are specific Administrative requirements to effectuate administrative efficiencies. This Agreement specifies those specific ASO services that the Sanilac CMH (hereinafter referred to as the "CMH") agrees to have St. Clair CMH perform on its behalf. In turn, St. Clair CMH agrees to provide these services to the performance expectations of the CMH. The CMH, from time to time, may purchase additional administrative service support, separate from the budget detail costs identified in both Attachments B1 and B2, from St. Clair CMH. When this occurs, St. Clair CMH staff will document their time and St. Clair CMH will invoice the CMH for its actual costs for the respective staff's time.

All ASO services performed by St. Clair CMH are subject to the terms and conditions of the ASO Contract. The agreed upon administrative services to be provided by St. Clair CMH are as follows:

#### I. ACCESS SERVICES

Access to services is managed through the Region 10 PIHP Access Center, however after-hours coverage is provided by Behavioral Health Response (BHR) which contracts with St. Clair CMH to provide after-hours coverage for St. Clair, Sanilac and Lapeer CMHs.

1. An Access Center that operates through a Sub-Contract for after-hours coverage that is staffed by Master's level behavioral healthcare professionals for non-emergency phone calls, as well as for immediate response to emergency and urgent phone calls from 4:30 pm to 8:00 am (ET), M - F and 24 hours a day on weekends and holidays.

#### II. HEALTH INFORMATION SYSTEM DATA MANAGEMENT SUPPORT

To avoid unnecessary software purchases, the CMH desires to purchase certain *Health Information System* (HIS) services from St. Clair CMH. In order for these desired ASO services to be provided, St. Clair CMH must ensure that they maintain a centralized chosen HIS that meets the requirements of the MDHHS / PIHP Contract. HIS capacities are necessary for at least the following areas:

- ▶ Maintenance of customer Electronic Health Record (EHR) (OASIS)
- ▶ Individual screening and demographic information
- ▶ Level II continued stay authorizations

- ▶ Tracking and analyzing services by population group and special need categories

In maintaining and programming OASIS, operationally it will be capable to perform the following operations / functions:

- ▶ Customer EHR
- ▶ Access for Crisis services – screening and authorizations
- ▶ Customer services
- ▶ Recipient rights incident reporting & MDHHS reporting
- ▶ Medical health services including e-prescribing (certified care management system for meaningful use requirements)
- ▶ Provider management
- ▶ Financial: Claims, insurance billing, reports, etc.

St. Clair CMH Data Management staff are available to provide:

- ▶ General data support
- ▶ Help desk operations
- ▶ Liaison to PCE (vendor providing the HIS OASIS system)
- ▶ OASIS Data Management Committee

St. Clair CMH shall maintain a capability to produce the customized reports necessary to meet the operational and management needs of the ASO operation. St. Clair CMH's system shall include claims, customer eligibility and Provider data to permit the production of financial and Utilization Management reports for the CMH.

St. Clair CMH will ensure that PCE and any additional vendors, as appropriate, conform to the industry's best practices to provide annual maintenance for its communication hardware and computer network administrator services.

The CMH will be responsible to comply with all of the HIPAA security standards according to federal guidelines and ensure that any of their Sub-Contractors are in compliance as well.

### **III. SOFTWARE**

St. Clair CMH will take lead purchasing the software on behalf of the CMHs that provides for the necessary software and ongoing maintenance for each of the CMHs.

The software services the CMH is purchasing from St. Clair CMH, via this ASO Contract, specifically include:

- ▶ *PCE – OASIS* (Electronic Case Record, Claims Billing & Encounter reporting)
- ▶ *Multi-Health Systems - CAFAS* (Children's Functional Assessments through Web Services)

# ASO CONTRACT

## BUDGET DETAIL: Non-Medicaid

AGENCY: SANILAC COUNTY COMMUNITY MENTAL HEALTH

CURRENT CONTRACT EFFECTIVE DATE: 10/1/21 – 9/30/22

### DESCRIPTION OF SERVICES:

The period of FY2022 (October 1, 2021 through September 30, 2022) budget for St. Clair CMH shared costs is \$268,474. Of this amount, \$238,482 is reimbursable by Medicaid funds for the provision of required administrative and program management services to the Medicaid target population. The remaining balance of \$29,992 is to be reimbursed by funds generated through ASO purchase of Service Contracts with the member CMH's for St. Clair CMH's provision of Administrative and Management Services to the General Fund (GF) target populations on behalf of the CMHs.

Sanilac County Community Mental Health's charge for these ASO services is \$6,989. This amount is the portion of the total non-Medicaid expense for St. Clair CMH shared costs for which Sanilac CMH's percent was calculated based upon Sanilac CMH's ratio of GF revenue to the total GF revenue for all member CMHs.

SANILAC COUNTY CMH COSTS	\$6,989
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This amount is to be paid in four (4) equal installments as follows:

Due October 15, 2021	\$1,747
Due January 1, 2022	\$1,747
Due April 1, 2022	\$1,747
Due July 1, 2022	\$1,747

# ASO CONTRACT

## BUDGET DETAIL: Software

AGENCY: SANILAC COUNTY COMMUNITY MENTAL HEALTH

CURRENT CONTRACT EFFECTIVE DATE: 10/1/21 – 9/30/22

### DESCRIPTION OF SERVICES:

St. Clair CMH will purchase and maintain software and renew licenses as needed to conduct claims reporting, maintain electronic case record, provide ongoing staff training and perform human resource functions. Sanilac County Community Mental Health will reimburse St. Clair CMH accordingly.

Sanilac County Community Mental Health's total period of FY2022 (October 1, 2021 through September 30, 2022) charge for software, software maintenance and licenses is \$82,003.

This amount is to be paid in four (4) equal installments as follows:

Due October 15, 20201	\$20,501
Due January 1, 2022	\$20,501
Due April 1, 2022	\$20,501
Due July 1, 2022	\$20,500

FY2022 - ASO Expenses (IT)

	Vendor	Description	Allocation Method	Term	Total Cost	Sanilac %	Sanilac Amount	Quarterly Payment
1	PCE-OASIS	Electronic Case Record, Claims Billing and Encounter Reporting Software	Three yr. contract renewed with PCE 9/30/20 at \$435,840 per year (\$12,000 of this paid by Region 10 for data transfers / invoiced directly to them). Remaining Balance of \$423,840 per year is split based on a per person served fee (Expires 9-30-23)	3 years	\$423,840.00	17%	\$75,472.57	\$18,868.14
1.1	PCE-OASIS	E-prescribing module (for controlled substance)	Contracted for PCE to provide functionality; \$1500/month with SC,SAN and LAP each paying \$500/month	annual	\$18,000.00	33%	\$6,000.00	\$1,500.00
2	Multi-Health Systems (CAFAS)	Functional Assessment (Children's) web service - data transfer to/from OASIS	Signed invoice to renew through 5/12/21 = \$1590 (\$530 per CMH)	annual	\$1,590.00	33%	\$530.00	\$132.50
					\$443,430.00			
					<b>Subtotal</b>		<b>\$82,002.57</b>	<b>\$20,500.64</b>

\$6,833.55 monthly

Based on Number of Individuals Served for <b>FY21</b>			
	SC	4104	53%
	LAP	2340	30%
	SAN	1270	16%
	<b>Total:</b>	<b>7714</b>	<b>100%</b>
Provided by Michelle Measel-Morris			