

EXHIBIT B
PRINCIPLES AND PRACTICES OF CONTRACTING WITH THE COMPREHENSIVE
PSYCHIATRIC EMERGENCY PROGRAMS DIVISION

Introduction

The CPEP Division of The HARRIS CENTER for Mental Health and IDD (“The HARRIS CENTER”), (formerly known as MHMRA Harris County) provides services to a number of eligible consumers in Harris County. To be eligible for the co-occurring disorders program, a consumer must:

1. Have a diagnosis of which renders consumers eligible for receiving services at The HARRIS CENTER;
2. Have a diagnosed substance abuse disorder;
3. Be a current resident of Harris County;
4. Adult (over age 18) and voluntary;
5. Have a capacity to make a decision to enter into voluntary treatment;
6. Have a history of two or more admissions to a psychiatric hospital within the past six months and/or a history of substance abuse rehabilitation admissions or recommendations for substance abuse rehabilitation or Harris County Incarceration within the last 6 months;
7. not in need of acute care interventions;
8. Documented history of substance abuse/dependence which impacts MH treatment adherence;
9. Willingness to engage and participate in group and individual treatment modalities;
10. Patient is unable to be appropriately treated in a less intensive treatment setting (demonstrated failure in traditional outpatient services);
11. Patient able to comply with residential rules and regulations;
12. Medically stable and not in acute withdrawal;
13. Not bed confined or having medical complications which would significantly hinder participation in residential treatment; and a
14. Capacity to benefit from rehabilitation interventions (i.e. no significant cognitive impairments and/or limitations such as moderate/profound MR, brain injury, etc)

Within the limits of funding and other contract requirements, consumers will choose which services they receive from The HARRIS CENTER and its Contract Providers. The underlying goal of all programs operated, or funded, by The HARRIS CENTER is to assist persons with mental health and substance abuse issues to develop the skills and access the community supports and resources necessary to learn, work, and live with dignity as contributing members of the community. The CPEP Division will not fund services which segregate consumers from the general treatment community, or do not work toward integrating consumers with mental illness into the community.

General Contract Information

The CPEP Division maintains an open enrollment process for all contract providers who meet the requirements of the contract and places no artificial limits on the number of providers within the Co-occurring Disorders Treatment Provider Network. Because of this, there are several facts that contract providers should be aware of:

- Having a valid contract with The HARRIS CENTER does not guarantee that any particular provider will receive referrals for services. Referrals are based solely on consumer choice of available programs.
- The contracting process with The HARRIS CENTER can be quite lengthy, requiring review by several Departments in the Agency and final approval by the Board of Directors. The HARRIS CENTER staff may not authorize payments under any contract that has not been approved by The HARRIS CENTER Board.

Payment\Billing Information

The procedure for submitting an invoice for payment to The HARRIS CENTER is described elsewhere in this Contract. There are, however, several basic principles that guide The HARRIS CENTER staff when processing Contractor invoices for payment:

- The HARRIS CENTER will only pay for services that have been properly authorized. In the CPEP Division, written authorizations are issued to document service start and end dates. Written authorization to begin services may only come from the Unit Director of the Co-occurring Disorders emergency service or designee.
- The HARRIS CENTER will not pay for services provided for a consumer before the start date of a contract. The HARRIS CENTER is not obligated to pay for any services rendered before a formal, written and signed contract is in place.
- Payment for authorized services occurs once per month. Each provider, in order to assure that they have the best chance of receiving timely payment for services rendered, should submit their invoices to Unit Director of the Co-occurring Disorders Program or designee by the 5th of each month.
- The HARRIS CENTER will not pay for services billed to the Agency later than 30 days past the end of the month in which services were performed. For example, an invoice for services provided in March 2018 must be submitted to The HARRIS CENTER no later than April 30, 2018, or payment will not be made for that invoice.

Consumer Choice

The HARRIS CENTER uses the concept of consumer choice to assure that consumers are afforded the same choices that every other member of the community have as their right. There are three areas regarding the choices presented to consumers that require further explanation here. Violation of these principles will result in The HARRIS CENTER removing a provider from the list of agencies given to consumers when choosing services and service providers.

- No solicitation of consumers (or their families) currently being served by another provider is permitted. Such behavior is considered inappropriate and unethical.
- No action will be taken to change the services for which a consumer is authorized unless that consumer has informed his/her Case Manager that he/she wants to make a change in services.
- Providers may not initiate changes in any consumer's service provider. Changes may only come from the consumer and must be authorized by the Case Manager.