



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
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Medical Director


# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

June 02, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

32 OF JUNE 2, 2015

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO EXECUTE SERVICES AGREEMENTS WITH 28 FEE-FOR-SERVICE MEDI-CAL  
ACUTE PSYCHIATRIC INPATIENT HOSPITALS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request approval to execute Service Agreements with 28 Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospitals to ensure uninterrupted services to Medi-Cal eligible and uninsured clients. Medi-Cal eligible clients will receive medically-necessary acute psychiatric inpatient hospital services. Uninsured clients will receive Psychiatric Outreach Team Diversion Program services.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Director of Mental Health (Director), or his designee, to prepare, sign, and execute Contract Allowable Rate Fee-for-Service (FFS) Medi-Cal Acute Psychiatric Inpatient Hospital Services Agreements, substantially similar to Attachment A ("Agreement"), with 27 FFS Hospitals for the provision of acute psychiatric inpatient hospital services and the provision of Psychiatric Outreach Team Diversion Program (PDP) services at 8 of the 27 FFS hospitals, as listed on Attachment B. The term of each agreement shall commence on July 1, 2015, and shall continue through June 30, 2016. Agreements shall be automatically renewed for four additional one-year terms through June 30, 2020. The total estimated cost of all 27 FFS Hospital Agreements is \$92,345,143 annually, funded by State 2011 Realignment Behavioral Health Managed Care revenue and Federal Financial Participation (FFP) Medi-Cal revenue. The estimated cost of the PDP services is \$2,253,729 annually, funded by net County cost.

2. Approve and authorize the Director, or his designee, to prepare, sign, and execute an amendment, substantially similar to Attachment C ("Amendment"), to extend the term of an existing unique non-standard FFS Hospital Services Agreement (Attachment D) with The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA ("Regents") for the provision of acute psychiatric inpatient hospital services. The term will be extended on a month-to-month basis from July 1, 2015, up to December 31, 2015, while the parties negotiate the terms of a revised FFS Hospital Services Agreement, at an estimated cost of up to \$1,097,400 annually, funded by State 2011 Realignment Behavioral Health Managed Care revenue and FFP Medi-Cal revenue.

3. Delegate authority to the Director, or his designee, to prepare, sign, and execute future Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements, similar in format to Attachment A with qualified FFS Hospitals provided that: 1) your Board has appropriated sufficient funds for the new Agreements; and 2) the Director, or his designee, notifies your Board in writing within 30 days of execution of each new Agreement.

4. Delegate authority to the Director, or his designee, to prepare, sign, and execute a unique non-standard Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreement, similar in format to Attachment D, with the Regents provided that: 1) your Board has appropriated sufficient funds for the new Agreements; 2) approval of County Counsel, or designee, is obtained prior to execution of the agreement; and 3) the Director, or his designee, notifies your Board in writing within 30 days of execution of each new Agreement.

5. Delegate authority to the Director, or his designee, to prepare, sign, and execute amendments to the Agreements described in Recommendations 1, 2, 3, and 4 provided that: 1) the contract allowable rates for each fiscal year do not exceed an increase of 20 percent from the last Board-approved allowable rates for acute psychiatric services and for PDP services; 2) your Board has appropriated sufficient funds for all changes; 3) approval of County Counsel, or designee, is obtained prior to any such amendment; 4) the parties may, by written amendment, mutually agree to reduce programs or services; and 5) the Director, or his designee, notifies your Board of any Agreement changes in writing within 30 days after execution of each amendment.

6. Delegate authority to the Director, or his designee, to terminate any agreements described in Recommendations 1, 2, or 3, in accordance with the Agreements' termination provisions, including termination of convenience by either party, failure to maintain insurance, delegation and assignment without prior County approval, and contractor's exclusion from participating in a federally funded program. The Director will notify your Board in writing of such terminations within 30 days after execution of each termination.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Board approval is required to execute new Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements with 27 FFS Hospitals and to extend the term of one unique Agreement with Regents as the existing Agreements expire on June 30, 2015. The recommended actions will allow for uninterrupted, medically-necessary acute psychiatric inpatient services for Medi-Cal eligible severely mentally ill clients who reside throughout the County of Los Angeles.

Board approval will also allow 8 of the 28 FFS Hospitals to continue to provide PDP acute inpatient

services for uninsured individuals. In addition, Board approval will provide other eligible psychiatric inpatient facilities the opportunity to participate in the PDP. PDP is a critical component of the Additional Plan for the Relief of County Hospital Psychiatric Emergency Services (PES) approved by your Board on July 7, 2005. FFS-PDP hospitals provide acute psychiatric inpatient services for uninsured individuals who are placed on involuntary holds by DMH field response teams and who are in need of involuntary hospitalization when Department of Health Services (DHS) PES are operating at capacity. FFS-PDP providers are authorized through DMH Countywide Resource Management to provide up to 593 admissions annually at private hospitals strategically located throughout the County of Los Angeles when the DHS PES are operating at capacity.

Moreover, Board approval will allow DMH to increase the contract allowable rates for acute psychiatric services and PDP services by 10 percent. Providers are reimbursed for acute and administrative inpatient bed-days based on a standard negotiated case rate, plus applicable daily rates. In addition, Board approval will provide other eligible psychiatric inpatient facilities the opportunity to provide acute psychiatric inpatient hospital services.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the County's Strategic Plan Goal 1, Operational Effectiveness/Fiscal Sustainability, and Goal 3, Integrated Services Delivery

### **FISCAL IMPACT/FINANCING**

For FY 2015-16, the estimated cost for all 28 Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements combined is \$93,442,543 and is fully funded by the State 2011 Realignment Behavioral Health Managed Care revenue and FFP Medi-Cal revenue. The estimated cost of FY 2015-16 PDP services is \$ 2,253,729 and is fully funded by net County cost. The funding for the FFS Hospital Services Agreements and the PDP services is included in DMH's FY 2015-16 Recommended Budget. Funding for future fiscal years will be requested through DMH's annual budget process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements are established with Medi-Cal certified hospitals. All FFS Hospitals are granted Lanterman-Petris-Short (LPS) designation and are authorized to provide involuntary treatment to those clients needing involuntary care.

FFS Hospitals are reimbursed by DMH and the California Department of Health Care Services (DHCS) for services rendered under Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements. Under these agreements, DMH reimburses FFS Hospitals for acute psychiatric inpatient services based on a negotiated rate. DHCS reimburses FFS Hospitals for administrative day services, which are used for providing services to clients that no longer meet medical necessity and are awaiting placement in a residential treatment facility. The rate for administrative day services is established by DHCS. DMH is responsible for authorizing DHCS reimbursement of FFS Hospitals for administrative day services based on documentation of services audited during regular chart reviews. Services rendered to Medi-Cal beneficiaries under FFS Hospital Services Agreements are billed based on contract allowable rates per day, reflected in Attachment B.

The existing agreements with the 28 FFS Hospitals expire June 30, 2015. Approval of

Recommendation 1 will authorize DMH to execute agreements with the existing 27 FFS hospitals beginning July 1, 2015. Approval of Recommendations 2 and 4 will enable DMH to extend the term of Regents' current unique non-standard FFS Hospital Services Agreement so that services may continue while the parties renegotiate the terms of the agreement. Additionally, DMH is asking for delegated authority to enter into Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements with additional hospitals as necessary.

Attachment A is the Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreement format for 27 FFS Hospitals.

Attachment B lists pertinent information for the 28 FFS Hospitals to receive new agreements. Attachment B reflects the names, addresses, Service Area, Supervisorial District, the allowable rates for acute psychiatric care services, and the 8 hospitals authorized to provide PDP services.

Attachment C is the Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Amendment format for Regents.

Attachment D is the current Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreement executed by Regents. Due to its unique status as a constitutionally created state institution and restrictions on its ability to indemnify third parties, Regents requested and your Board approved changes to DMH's standard Agreement (Attachment A), including changes to the insurance and indemnification language. Regents has requested additional changes and rather than allow the agreement to terminate while the revised agreement is negotiated, DMH is seeking to amend the agreement to extend the term of the agreement to avoid a disruption in services.

The FFS Hospital Services Agreement format (Attachment A) has been approved as to form by County Counsel. Clinical and administrative staff of DMH will continue to administer and supervise the FFS Hospital Services Agreements to ensure quality services are provided to clients and that agreement provisions and Departmental policies are followed.

The FFS Hospital Services Amendment format (Attachment C) has been approved as to form by County Counsel.

In accordance with your Board Policy Manual, Section 5.120, Authority to Approve Increases to Board Approved Contract Amounts requirements, DMH notified your Board on May 11, 2015 (Attachment E) identifying and justifying the need for requesting a percentage increase exceeding ten percent.

## **CONTRACTING PROCESS**

Board approval will authorize DMH to execute 27 FFS Hospital Services Agreements and one amendment with Regents, effective July 1, 2015, with the existing contracted FFS Hospitals. These FFS Hospitals are Medi-Cal certified and meet all applicable DMH eligibility requirements. Upon signing the FFS Hospital Services Agreements, a FFS Hospital will become eligible to provide psychiatric inpatient hospital services at the daily contract allowable rates. In addition, 8 of these FFS Hospitals will also provide PDP services as shown in Attachment B.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Honorable Board of Supervisors

6/2/2015

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The execution of 27 FFS Hospital Services Agreements and one amendment will allow continued and uninterrupted medically necessary acute psychiatric inpatient hospital services to severely mentally ill clients who are Medi-Cal eligible beneficiaries residing throughout the County of Los Angeles. In addition, 8 of the 28 FFS Hospitals will provide PDP services to indigent clients residing throughout the County of Los Angeles.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mg Southard". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

MJS:RS:PW:RK:rlr

Enclosures

c: Acting Executive Officer, Board of Supervisors  
Interim Chief Executive Officer  
County Counsel  
Chairperson, Mental Health Commission

MENTAL HEALTH SERVICES AGREEMENT  
CONTRACT ALLOWABLE RATE – FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES

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CONTRACTOR

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\_\_\_\_\_ Agreement Number

\_\_\_\_\_

\_\_\_\_\_ Reference Number

Business Address:

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\_\_\_\_\_

Contract Headquarters' Supervisorial District(s) \_\_\_\_\_

Mental Health Service Area: \_\_\_\_\_

-----Below This Line For Official CDAD Use Only-----

**DISTRIBUTION**  
**(Please type in the applicable name for each)**

Medical Director: Roderick Shaner, M.D.

Lead Manager: Pansy Washington, District Chief

K: S \_\_\_\_\_ or U\_X \_\_\_\_\_

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MENTAL HEALTH SERVICES AGREEMENT  
CONTRACT ALLOWABLE RATE - FEE FOR SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the County of Los Angeles (hereafter "County"), and

\_\_\_\_\_  
\_\_\_\_\_

(hereafter "Contractor")

Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREAS, County desires to provide to those persons in Los Angeles County who qualify therefore certain mental health services contemplated and authorized by the California Welfare and Institutions Code Section 14712 et seq., Joint Commission on Accreditation of Health Care Organizations (JCAHCO) accreditation standards or by an approved equivalent agency; and

WHEREAS, Contractor is equipped, staffed, and prepared to provide these services as described in this Agreement; and

WHEREAS, pursuant to California Welfare and Institutions Code Section 14712 et seq., County is authorized to contract with various providers of Psychiatric Inpatient Hospital Services for Medi-Cal beneficiaries that seek reimbursement for such services under the Medi-Cal Local Mental Health Plan (LMHP) program; and

WHEREAS, Contractor recognizes that this Agreement is formed under California Welfare and Institutions Code Section 14712 et seq., and State of California regulations adopted pursuant thereto which authorize County to contract for the provision of Psychiatric Inpatient Hospital Services to Medi-Cal beneficiaries eligible for such services under the Medi-Cal Fee-For-Service program in accordance with the terms and conditions negotiated by County; and

WHEREAS, these services shall be provided by Contractor in accordance with all applicable federal, State and Local Mental Health Plan (LMHP) laws, ordinances, rules, regulations, manuals, guidelines, and directives, which may include, but are not necessarily limited to, the following: California Welfare and Institutions Code Section 14712 et seq., including, but not limited to, Sections 14713, 14714, 14718 and 14721; Medi-Cal Act, California Welfare and Institutions Code Section 14000 et seq.; California Welfare and Institutions Code Sections 14680, 14681, 14683, and 14684; California Government Code Sections 26227 and 53703; Title XIX of the Social Security Act, 42 United States Code Section 1396 et seq.; California Penal Code Section 11164 et seq.; California Code of Regulations Title 9, Chapter 11 and Title 22; Medi-Cal Fee-For-Service Inpatient Hospital Provider Manual-Third Edition; State's Medicaid Plan; Agreement between

1 Los Angeles County Department of Mental Health and State of California Department of Health Care  
 2 Services for the provision of Specialty Mental Health Services ; and policies and procedures issued by the  
 3 LMHP; and

4 WHEREAS, this Agreement is authorized by California Welfare and Institutions Code Section 14712  
 5 et seq., California Government Code Sections 23004, 26227 and 53703, and otherwise.

#### 6 PREAMBLE

7 For over a decade, the County has collaborated with its community partners to enhance the capacity  
 8 of the health and human services system to improve the lives of children and families. These efforts require,  
 9 as a fundamental expectation, that the County's contracting partners share the County and community's  
 10 commitment to provide health and human services that support achievement of the County's vision, goals,  
 11 values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the  
 12 adoption of the Customer Service and Satisfaction Standards.

13 The County of Los Angeles' Vision is to improve the quality of life in the County by providing  
 14 responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and  
 15 prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration  
 16 is anchored in the shared values of:

- |                   |                         |
|-------------------|-------------------------|
| ➤ Responsiveness  | ➤ Integrity             |
| ➤ Professionalism | ➤ Commitment            |
| ➤ Accountability  | ➤ A Can – Do Attitude   |
| ➤ Compassion      | ➤ Respect for Diversity |

17 These shared values are encompassed in the County Mission to enrich lives through effective caring  
 18 service and the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3)  
 19 Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children's and Families' Well-Being; 6) Community  
 20 Services; 7) Health and Mental Health and 8) Public Safety. Improving the well-being of children and families  
 21 requires coordination, collaboration, and integration of services across functional and jurisdictional  
 22 boundaries, by and between County departments/agencies, and community and contracting partners.

23 The basic conditions that represent the well-being we seek for all children and families in Los  
 24 Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in  
 25 January 1993.

- 26 • Good Health;
- 27 • Economic Well-Being;
- 28 • Safety and Survival;
- 29 • Emotional and Social Well-Being; and
- 30 • Education and Workforce Readiness.

31 Recognizing no single strategy – in isolation – can achieve the County's outcomes of well-being for  
 32 children and families, consensus has emerged among County and community leaders that making  
 33 substantial improvements in integrating the County's health and human services system is necessary to  
 34 significantly move toward achieving these outcomes. The County has also established the following values

1 and goals for guiding this effort to integrate the health and human services delivery system:

- 2 ✓ Families are treated with respect in every encounter they have with the health, educational, and  
3 social service systems.
- 4 ✓ Families can easily access a broad range of services to address their needs, build on their  
5 strengths, and achieve their goals.
- 6 ✓ There is no “wrong door”: wherever a family enters the system is the right place.
- 7 ✓ Families receive services tailored to their unique situations and needs.
- 8 ✓ Service providers and advocates involve families in the process of determining service plans,  
9 and proactively provide families with coordinated and comprehensive information, services and  
10 resources.
- 11 ✓ The County service system is flexible, able to respond to service demands for both the  
12 Countywide population and specific population groups.
- 13 ✓ The County service system acts to strengthen communities, recognizing that just as individuals  
14 live in families, families live in communities.
- 15 ✓ In supporting families and communities, County agencies work seamlessly with public and  
16 private service providers, community-based organizations, and other community partners.
- 17 ✓ County agencies and their partners work together seamlessly to demonstrate substantial  
18 progress towards making the system more strength-based, family-focused, culturally competent,  
19 accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- 20 ✓ County agencies and their partners focus on administrative and operational enhancements to  
21 optimize the sharing of information, resources, and best practices while also protecting the  
22 privacy rights of families.
- 23 ✓ County agencies and their partners pursue multi-disciplinary service delivery, a single service  
24 plan, staff development opportunities, infrastructure enhancements, customer service and  
25 satisfaction evaluation, and revenue maximization.
- 26 ✓ County agencies and their partners create incentives to reinforce the direction toward service  
27 integration and seamless service delivery system.
- 28 ✓ The County human service system embraces a commitment to the disciplined pursuit of results  
29 accountability across systems. Specifically, any strategy designed to improve the County human  
30 services system for children and families should ultimately be judged by whether it helps achieve  
31 the County’s five outcomes for children and families; good health, safety and survival, economic  
32 well-being, social and emotional well-being, and education and workforce readiness.

33 The County, its clients, contracting partners, and the community will continue to work together to  
34 develop practical ways to make County services more accessible, customer friendly, better integrated, and  
35 outcome-focused. Several departments have identified shared themes in their strategic plans for achieving  
36 these goals including: making an effort to become more consumer/client-focused; valuing community  
37 partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-

1 disciplinary team approach. County departments are also working to provide the Board of Supervisors and  
 2 the community with a better understanding of how resources are being utilized, how well services are being  
 3 provided, and what are the results of the services: is anyone better off?

4 The County of Los Angeles health and human service departments and their partners are working  
 5 together to achieve the following ***Customer Service And Satisfaction Standards*** in support of improving  
 6 outcomes for children and families.

7 *Personal Service Delivery*

8 The service delivery team – staff and volunteers – will treat customers and each other with courtesy,  
 9 dignity, and respect.

- 10 • Introduce themselves by name
- 11 • Listen carefully and patiently to customers
- 12 • Be responsive to cultural and linguistic needs
- 13 • Explain procedures clearly
- 14 • Build on the strengths of families and communities

15 *Service Access*

16 Service providers will work proactively to facilitate customer access to services.

- 17 • Provide services as promptly as possible
- 18 • Provide clear directions and service information
- 19 • Outreach to the community and promote available services
- 20 • Involve families in service plan development
- 21 • Follow-up to ensure appropriate delivery of services

22 *Service Environment*

23 Service providers will deliver services in a clean, safe, and welcoming environment, which supports  
 24 the effective delivery of services.

- 25 • Ensure a safe environment
- 26 • Ensure a professional atmosphere
- 27 • Display vision, mission, and values statements
- 28 • Provide a clean and comfortable waiting area
- 29 • Ensure privacy
- 30 • Post compliant and appeals procedures

31 The basis for all County health and human services contracts is the provision of the highest level of  
 32 quality services that support improved outcomes for children and families. The County and its contracting  
 33 partners must work together and share a commitment to achieve a common vision, goals, outcomes, and  
 34 standards for providing services.

35 NOW, THEREFORE, Contractor and County agree as follows:

36 1. TERM:

37 A. Initial Period: The Initial Period of this Agreement shall commence on July 1, 2015 and shall  
 38 continue in full force and effect through June 30, 2016.

39 B. Automatic Renewal Period(s): After the Initial Period, this Agreement shall be  
 40 automatically renewed without further action by the parties hereto unless either party desires to terminate this

1 Agreement at the end of the Initial Period or First Automatic Renewal Period and gives written notice to the  
2 other party not less than thirty (30) days prior to the end of the initial period or at the end of the First  
3 Automatic Renewal Period, as applicable.

4 (1) First Automatic Renewal Period: If this Agreement is automatically renewed, the  
5 First Automatic Renewal Period shall commence on July 1, 2016 and shall continue in full force and effect  
6 through June 30, 2017.

7 (2) Second Automatic Renewal Period: If this Agreement is automatically renewed, the  
8 Second Automatic Renewal Period shall commence on July 1, 2017 and shall continue in full force and effect  
9 through June 30, 2018.

10 (3) Third Automatic Renewal Period: If this Agreement is automatically renewed, the  
11 Third Automatic Renewal Period shall commence on July 1, 2018 and shall continue in full force and effect  
12 through June 30, 2019.

13 (4) Fourth Automatic Renewal Period: If this Agreement is automatically renewed, the  
14 Fourth Automatic Renewal Period shall commence on July 1, 2019 and shall continue in full force and effect  
15 through June 30, 2020.

16 2. TERMINATION WITHOUT CAUSE: This Agreement may be terminated by either party at any time  
17 without cause by giving at least 30 calendar days prior written notice to the other party.

18 3. IMMEDIATE TERMINATION BY COUNTY:

19 A. In addition to any other provisions for termination provided in this Agreement, this  
20 Agreement may be terminated by County immediately if County determines that:

21 (1) Any federal, State, and/or County funds are not available for this Agreement or any  
22 portion thereof; or

23 (2) Contractor has failed to initiate delivery of services within 30 days of the  
24 commencement date of this Agreement; or

25 (3) Contractor has failed to comply with any of the provisions of Paragraphs  
26 19. (NONDISCRIMINATION IN SERVICES), 20. (NONDISCRIMINATION IN EMPLOYMENT),  
27 22. (INDEMNIFICATION AND INSURANCE), 23. (WARRANTY AGAINST CONTINGENT FEES),  
28 24. (CONFLICT OF INTEREST), 29. (DELEGATION AND ASSIGNMENT), 30. (SUBCONTRACTING),  
29 35. (CHILD SUPPORT COMPLIANCE PROGRAM), and/or 49. (CERTIFICATION OF DRUG-FREE WORK  
30 PLACE) and/or; 55. (CONTRATOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED  
31 PROGRAM); or

32 (4) In accordance with Paragraph 36. (TERMINATION FOR INSOLVENCY),  
33 37. (TERMINATION FOR DEFAULT), 38. (TERMINATION FOR IMPROPER CONSIDERATION),  
34 50. (COUNTY LOBBYISTS), and/or 65. (TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN  
35 COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM).

36 B. This Agreement shall terminate as of June 30 of the last Fiscal Year for which funds for this  
37 Agreement were appropriated by County as provided in Paragraph 8 (COUNTY'S OBLIGATION FOR

1 CURRENT AND FUTURE FISCAL YEARS).

2 C. In the event that this Agreement is terminated, then:

3 (1) Upon issuance of any notice of termination, Contractor shall make immediate and  
4 appropriate plans to transfer or refer all beneficiaries receiving services under this Agreement to other  
5 agencies for continuing services in accordance with the beneficiaries needs. Such plans shall be subject to  
6 prior written approval of Director or the Director's designee, except that in specific cases, as determined by  
7 Contractor, where an immediate beneficiary transfer or referral is indicated. Contractor may make an  
8 immediate transfer or referral. If Contractor terminates this Agreement, all costs related to all such  
9 transferees or referrals as well as all costs related to all continuing services shall not be a charge to this  
10 Agreement nor reimbursable in any way under this Agreement

11 (2) Any termination of this Agreement by County shall be approved by County's Board  
12 of Supervisors.

13 D. Six Months Notification of Agreement Expiration: Contractor shall notify County when this  
14 Agreement is within six (6) months of expiration. Contractor shall send such notice to those persons and  
15 addresses which are set forth in Paragraph 70 (NOTICES).

16 4. CONTRACTOR ALERT REPORTING DATABASE (CARD): The County maintains databases  
17 that track/monitor contractor performance history. Information entered into such databases may be used  
18 for a variety of purposes, including determining whether the County will exercise an Agreement term  
19 extension option.

20 5. ADMINISTRATION: Director or the director's designee shall have the authority to administer this  
21 Agreement on behalf of County. All references to the actions or decisions to be made by the County in this  
22 Agreement shall be made by the Director or the Director's designee or the Director's designee unless  
23 otherwise expressly provided.

24 A. The Director may designate one or more person(s) to act as his/her designee for the  
25 purposes of administering this Agreement.

26 B. Contractor shall designate in writing a Single Point of Contact who shall function as liaison  
27 with County regarding Contractor's performance hereunder.

28 C. Contractor shall not maintain, utilize, or otherwise arrange for mobile 5150 assessment  
29 personnel or processes outside the confines of the Contractor's facility without the written consent of the  
30 Director, or the Director's designee.

31 6. DESCRIPTION OF SERVICES:

32 A. General:

33 (1) Contractor shall provide Acute Psychiatric Inpatient Hospital Services to any  
34 Beneficiary in need of such services as authorized by this Agreement and shall assume total liability and  
35 responsibility for the provision of all Acute Psychiatric Inpatient Hospital Services rendered to any such  
36 Beneficiary, either directly or through subcontractors as permitted under this Agreement.

37 Contractor shall provide Psychiatric Inpatient Hospital Services in the form as described in

1 Service Exhibit A (FEE-FOR-SERVICE MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL  
2 SERVICES), the Program Description of the Contracts Allowable Rate Fee-For-Service Medi-Cal Acute  
3 Psychiatric Inpatient Hospital Services Contract Package for this Agreement as approved in writing by  
4 Director or the Director's designee, including any addenda thereto as approved in writing by Director or the  
5 Director's designee, and otherwise in this Agreement.

6 Contractor shall accept as payment in full for these Acute Psychiatric Inpatient Hospital  
7 Services the payment from Fiscal Intermediary as provided in Paragraph 7 (FINANCIAL PROVISIONS).

8 (2) Contractor shall, at its own expense, provide and maintain all facilities and  
9 professional, allied and supportive paramedical personnel necessary and appropriate to provide all Acute  
10 Psychiatric Inpatient Hospital Services.

11 (3) Contractor shall, at its own expense, provide and maintain all organizational and  
12 administrative capabilities to carry out all of its obligations and responsibilities under this Agreement and all  
13 applicable statutes and regulations pertaining to Medi-Cal providers.

14 (4) Contractor shall, at its own expense, inform DMH of all Medi-Cal beneficiary  
15 admissions and discharges within 24 hours; and shall actively participate in DMH programs to increase  
16 hospital admissions from Psychiatric Emergency Services (PES), Urgent Care Centers (UCC), the Mental  
17 Evaluation Team/System wide Mental Assessment Response Team (Met/Smart) and the Psychiatric Mobile  
18 Response Teams (PMRT).

19 B. Licensure And Certification As Conditions Precedent To Contractor's Eligibility For  
20 Reimbursement:

21 (1) Contractor hereby represents and warrants that it is currently, and for the term of  
22 this Agreement shall remain, licensed as a general acute care hospital or acute psychiatric hospital in  
23 accordance with California Health and Safety Code Section 1250 et seq. and CCR Title 9 Chapter 11  
24 Subchapter 1810.217, 1810.219.

25 (2) Contractor hereby represents and warrants that it is currently, and for the term of  
26 this Agreement shall remain, certified as a Medi-Cal provider under Title XIX.

27 (3) Contractor agrees that compliance with its obligations to remain licensed as a  
28 general acute care hospital or acute psychiatric hospital as provided in this Subparagraph B and certified as a  
29 Medi-Cal provider under Title XIX as provided in this Subparagraph B, shall be express conditions precedent  
30 to Contractor's eligibility for reimbursement under this Agreement.

31 C. Utilization Controls As Conditions Precedent To Contractor's Eligibility For Reimbursement:

32 As express conditions precedent to Contractor's eligibility for reimbursement under this Agreement,  
33 Contractor shall adhere to all utilization controls and for services in accordance with the CCR, Title 9, Chapter  
34 11, Section 1820.210 through 1820.225 and CFR 42, Chapter IV, Subchapter C, Part 456, Subpart D  
35 Section 456.150 through 456.245. LMHP and this Agreement.

36 D. Quality Of Care As Condition Precedent To Contractor's Eligibility For Reimbursement: As  
37 an express condition precedent to Contractor's eligibility for reimbursement under this Agreement, Contractor

1 shall:

2 (1) Assure that any and all Beneficiaries receive care as required by the CCR, Title 9,  
3 Chapter 11, Section 1820.210 through 1820.225 and CFR 42, Chapter IV, Subchapter C, Part 456, Subpart  
4 D Section 456.150 through 456.245, LMHP, and this Agreement.

5 (2) Take such action as required by Contractor's medical staff bylaws against any  
6 medical staff members who violate those bylaws.

7 (3) Provide Acute Psychiatric Inpatient Hospital Services to Beneficiaries in the same  
8 manner and at the same level as Contractor provides to all other patients/clients to whom Contractor renders  
9 similar services.

10 (4) Not discriminate against any Beneficiary in any manner whatsoever, including, but  
11 not limited to, admission practices, placement in special or separate wings or rooms, and provision of special  
12 or separate meals.

13 E. Assumption Of Financial Risk By Contractor: Notwithstanding any other provision of this  
14 Agreement, Contractor shall bear the total financial risk for the cost of all Acute Psychiatric Inpatient Hospital  
15 Services rendered to each Beneficiary covered by this Agreement. As used in this Subparagraph E, the term  
16 "risk" means that Contractor shall accept as payment in full for any and all Acute Psychiatric Inpatient  
17 Hospital Services the payments made by Fiscal Intermediary pursuant to this Agreement. Such acceptance  
18 shall be made regardless of whether the cost of such services and related administrative expenses shall have  
19 exceeded reimbursement under this Agreement. The term "risk" also includes, but is not limited to, the cost  
20 for all Acute Psychiatric Inpatient Hospital Services for all illness or injury which may result from or is  
21 contributed to by any catastrophe or disaster which occurs subsequent to the effective date of this  
22 Agreement, including, but not limited to, acts of God, war or the public enemy.

23 F. Service Location(s): Contractor shall provide all Acute Psychiatric Inpatient Hospital  
24 Services under this Agreement only at the following Contractor facility(ies): \_\_\_\_\_  
25 \_\_\_\_\_

26 \_\_\_\_\_

27 Contractor shall obtain the prior written consent of Director at least seventy days before terminating  
28 services at any such location(s) and/or before commencing such services at any other location(s).

29 7. FINANCIAL PROVISIONS:

30 A. Contract Allowable Rates (CAR): This is a CAR agreement. Fiscal Intermediary shall  
31 reimburse Contractor during the term of this Agreement for Acute Psychiatric Inpatient Hospital Services  
32 provided to Beneficiaries in accordance with WIC Section 14712 et seq., CCR, Title 9, Chapter 11, Section  
33 1820.210 through 1820.225, and this Agreement. Reimbursement for Acute Psychiatric Inpatient Hospital  
34 Services shall be at the applicable CAR for Acute Psychiatric Inpatient Hospital Services and Administrative  
35 Day Services as mutually agreed upon between Contractor and County and shown in this Subparagraph A  
36 less any available third party coverage and/or Medi-Cal Share Of Cost as determined pursuant to  
37 Subparagraph B (Billing Procedures As Conditions Precedent To Contractor's Eligibility For Reimbursement).



1 Acute Psychiatric Inpatient Hospital Services shall be provided in either a licensed acute psychiatric  
2 hospital or a distinct acute psychiatric part of a licensed general acute care hospital. Acute Psychiatric  
3 Inpatient Hospital Services provided in an acute psychiatric hospital which is larger than sixteen beds shall be  
4 reimbursed only for Beneficiaries age under 21 years of age or the beneficiary is 65 years of age or older or  
5 the beneficiary was receiving such services prior to his/her twenty-first birthday and the services are rendered  
6 without interruption until no longer required or his/her twenty-second birthday, whichever is earlier. During  
7 the term of this Agreement, the CAR for Acute Psychiatric Inpatient Hospital Services shall be:

8 (1) ( ) per day of service for each Medi-Cal Beneficiary during the Period of this  
9 Agreement as described in Paragraph 1 (TERM).

10 The CAR shall cover all services, including, but not limited to, medical ancillaries provided by Contractor to  
11 deliver a day of service of Acute Psychiatric Inpatient Hospital Services. Notwithstanding the foregoing, the  
12 CAR shall not include the cost of physician services and psychologist services rendered to Beneficiaries, nor  
13 shall it include the cost of transportation services incurred in providing Acute Psychiatric Inpatient Hospital  
14 Services. The cost of physician services, psychologist services, and transportation services shall not be  
15 reimbursed by the CAR.

16 During the term of this Agreement, the Contract Allowable Rate for Administrative Day  
17 Services shall be at the reimbursement rate determined by the California Department of Healthcare Services  
18 (DHCS).

19 The CAR shall cover all services, including, but not limited to, medical ancillaries provided by  
20 Contractor to deliver a day of service of Administrative Day Services. Notwithstanding the foregoing, the  
21 CAR shall not include the cost of physician services and psychologist services rendered to Beneficiaries, nor  
22 shall it include the cost of transportation services incurred in providing Administrative Day Services. The cost  
23 of physician services, psychologist services, and transportation services shall not be reimbursed by the CAR.

24 Each Fiscal Year or portion thereof of the term of this Agreement, reimbursement for Acute  
25 Psychiatric Inpatient Hospital Services shall be made on the basis of: (1) the current FFP match funds which  
26 are paid by Fiscal Intermediary to Contractor pursuant to this Agreement; and (2) current match from funds  
27 which are allocated by State for County specifically for Acute Psychiatric Inpatient Hospital Services, which  
28 are paid by Fiscal Intermediary to Contractor pursuant to this Agreement, and which qualify as eligible FFP  
29 matching funds.

30 Notwithstanding any other provision of this Agreement, Contractor shall be entitled to  
31 reimbursement from Fiscal Intermediary for Acute Psychiatric Inpatient Hospital Services only: (1) if there is  
32 a Treatment Authorization Request for the particular Acute Psychiatric Inpatient Hospital Services or  
33 Administrative Day Services which has been submitted by Contractor to County as required by this  
34 Agreement and approved by County; (2) if the particular Acute Psychiatric Inpatient Hospital Services or  
35 Administrative Day Services provided pursuant to the County-approved Treatment Authorization Request are  
36 consistent with the County-approved Treatment Authorization Request and are appropriate for clinical  
37 reimbursement as determined by Director or the Director's designee; (3) to the extent that funds allocated by

1 State for County specifically for Acute Psychiatric Inpatient Hospital Services are available as eligible FFP  
2 matching funds; and (4) for all Los Angeles County Regional Center beneficiaries, except Harbor Regional  
3 Center, the County acting as the Local Mental Health Plan, shall only be responsible for authorizing a  
4 maximum reimbursement for four (4) administrative days.

5 B. Billing Procedures As Conditions Precedent To Contractor's Eligibility For Reimbursement:

6 As an express condition precedent to Contractor's eligibility for reimbursement under this Agreement,  
7 Contractor shall determine:

8 (1) Whether the Acute Psychiatric Inpatient Hospital Services for which claim is made  
9 are covered, in whole or in part, under any other State or Federal medical care program or under any other  
10 contractual or legal entitlement, including, but not limited to, any private group indemnification or insurance  
11 program or workers' compensation, and (2) whether the Beneficiaries for whom claim is made are  
12 responsible for any/all Medi-Cal Share Of Cost for the particular Acute Psychiatric Inpatient Hospital Services.  
13 Notwithstanding any other provision of this Agreement, to the extent that any such third party coverage  
14 and/or Medi-Cal Share of Cost is available, Contractor's reimbursement shall be reduced.

15 (2) As a further express condition precedent to Contractor's eligibility for reimbursement  
16 under this Agreement, Contractor shall submit claims on the prescribed form and with the appropriate  
17 allowable psychiatric accommodation codes to Fiscal Intermediary for reimbursement for all Acute Psychiatric  
18 Inpatient Hospital Services rendered to Beneficiaries, under this Agreement, in accordance with all applicable  
19 requirements.

20 (3) Contractor shall claim a day of service of Acute Psychiatric Inpatient Hospital  
21 Services or Administrative Day Services for each Beneficiary who occupies an inpatient psychiatric bed at  
22 12:00 midnight in Contractor's facility(ies), based on the particular services provided at that time. Contractor  
23 shall claim a day of service for the Beneficiary for the day of admission and not the day of discharge;  
24 however, a day of service may be claimed if the Beneficiary is admitted and discharged during the same day,  
25 provided that such admission and discharge is not within twenty-four hours of a prior discharge.

26 C. Government Funding Restrictions: This Agreement shall be subject to any restrictions,  
27 limitations, or conditions imposed by State, including, but not limited to, those contained in State's Budget Act,  
28 which may in any way affect the provisions or funding of this Agreement. This Agreement shall also be  
29 subject to any additional restrictions, limitations, or conditions imposed by the federal government which may  
30 in any way affect the provisions or funding of this Agreement.

31 D. Recovery Of Overpayments: When an audit or review performed by County, State and/or  
32 Federal governments or by any other authorized agency discloses that Contractor has been overpaid under  
33 this Agreement, and then the overpayment shall be due by Contractor to County.

34 For Federal audit exceptions, Federal audit appeal processes shall be followed. County recovery of  
35 Federal overpayment shall be made in accordance with all applicable Federal laws, regulations, manuals,  
36 guidelines, and directives.

37 For State, County and other authorized agency audit and/or review exceptions, County shall recover

1 the payment from Contractor within sixty days of the date of the applicable audit report or other determination  
2 of overpayment, provided that if State recovers the overpayment from County before the end of such sixty  
3 days, then County shall immediately recover the overpayment from Contractor. Within ten days after written  
4 notification by County to Contractor of any overpayment due by Contractor to County, Contractor shall notify  
5 County as to which of the following two payment options Contractor requests be used as the method by  
6 which the overpayment shall be recovered by County. Any overpayment shall be: (1) paid in one cash  
7 payment by Contractor to County or (2) paid by cash payment(s) by Contractor to County over a period not to  
8 exceed such sixty days. If Contractor does not so notify County within such ten days or if Contractor fails to  
9 make payment of any overpayment to County as required, then the total amount of the overpayment, as  
10 determined by Director or the Director's designee, shall be immediately due and payable. For Conlan  
11 Beneficiary Claims from the State, the Contractor shall reimburse Medi-Cal Beneficiaries for the full amount  
12 out of pocket payment received by the Contractor. The Contractor shall respond to the County's request  
13 within 30 days of the letter which includes information on the amount and date paid to the Medi-Cal  
14 Beneficiary.

15 E. Contractor Appeal Procedures: Contractor may appeal the processing or payment of any of  
16 its claims for Acute Psychiatric Inpatient Hospital Services or the denial of any request for reimbursement of  
17 Acute Psychiatric Inpatient Hospital Services in accordance with the Medi-Cal Acute Psychiatric Inpatient  
18 Hospital Services LACDMH Medical Fee-For-Service Inpatient Hospital Provider Manual and CCR Title 9,  
19 Chapter 11, Section 1850.305 through 1850.325.

20 F. County Audit Settlements: If, at any time during the term of this Agreement or at any time  
21 after the expiration or termination of this Agreement, authorized representatives of County conduct an audit  
22 or review regarding the Acute Psychiatric Inpatient Hospital Services provided hereunder and if such audit or  
23 review finds that the dollar liability of County and/or federal governments for such services is less than the  
24 payments made by Fiscal Intermediary to Contractor, then the difference shall be due by Contractor to  
25 County. Within thirty days after written notification by County to Contractor of any such difference due by  
26 Contractor to County, Contractor shall pay County by one cash payment.

27 G. Interest Charges on Delinquent Payments: If Contractor, without good cause as determined  
28 in the sole judgment of Director, fails to pay County any amount due to County under this Agreement within  
29 sixty days after the due date, as determined by Director, then Director, in Director's sole discretion and after  
30 written notice to Contractor, may assess interest charges at a rate equal to County's Pool Rate, as  
31 determined by County's Auditor-Controller, per day on the delinquent amount due commencing on the sixty-  
32 first day after the due date. The interest charges shall be paid by Contractor to County by cash payment  
33 upon demand.

34 I. No payment for Services Provided following Expiration/Termination of Agreement:  
35 Contractor shall have no claim against County for payment of any money or reimbursement, of any kind  
36 whatsoever, for any service provided by Contractor after the expiration or other termination of this  
37 Agreement. Should Contractor receive any such payment, it shall immediately notify County and shall

1 immediately repay all such funds to County. Payment by County for services rendered after  
2 expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such  
3 payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

4 J. Limitation of County's Obligation Due to Non-Appropriation of Funds: Notwithstanding any  
5 other provision of this Agreement, County shall not be obligated for Contractor's performance hereunder or  
6 by any provision of this Agreement during this or any of County's future fiscal years unless and until County's  
7 Board of Supervisors appropriates funds for this Agreement in County's Budget for each such fiscal year.  
8 Should County, during this or any subsequent fiscal year impose budgetary restrictions which appropriate  
9 less than the amount provided for in Subparagraph A (Contract Allowable Rates (CAR)) and Subparagraph C  
10 (Government Funding Restrictions) of this Agreement, County shall reduce services under this Agreement  
11 consistent with such imposed budgetary reductions. In the event funds are not appropriated for this  
12 Agreement, this Agreement shall terminate as of June 30 of the last fiscal year for which funds were  
13 appropriated. County shall notify Contractor of any such changes in allocation of funds at the earliest  
14 possible date.

15 K. Suspension of Payments: Payments to Contractor under this Agreement shall be  
16 suspended if Director, for good cause, determines that Contractor is in default under any of the provisions of  
17 this Agreement. Except in cases of alleged fraud or similar intentional wrongdoing, at least 30 calendar days'  
18 notice of such suspension shall be provided to Contractor, including a statement of the reason(s) for such  
19 suspension. Thereafter, contractor may, within 15 calendar days, request reconsideration of the Director's  
20 decision. Payments shall not be withheld pending the results of the reconsideration process.

21 8. COUNTY'S OBLIGATION FOR CURRENT AND FUTURE FISCAL YEARS: Notwithstanding any  
22 other provision of this Agreement, this Agreement shall not be effective and binding upon the parties unless  
23 and until County's Board of Supervisors appropriates funds for purposes hereof in County's Budget for  
24 County's current Fiscal Year. Further, County shall not be obligated for Contractor's performance hereunder  
25 or by any provision of this Agreement during any of County's future Fiscal Years unless and until County's  
26 Board of Supervisors appropriates funds for purposes hereof in County's Budget for each such future Fiscal  
27 Year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as  
28 of June 30 of the last Fiscal Year for which funds were appropriated.

29 9. STAFFING: Contractor shall operate throughout the term of this Agreement with staff, including, but  
30 not limited to, professional staff, as indicated in Contractor's contract package for this Agreement, as  
31 approved in writing by Director or the Director's designee, including any addenda thereto as approved in  
32 writing by Director or the Director's designee and as required by WIC and CCR. Such staff shall be qualified  
33 and shall possess all appropriate licenses in accordance with WIC Sections 14718 and all other applicable  
34 requirements of the California Business and Professions Code, WIC, CCR and State Policy Letters and  
35 function within the scope of practice as dictated by licensing boards/bodies. Contractor shall have available  
36 and shall provide upon request to authorized representatives of County, a list of all persons by name, title,  
37 professional degree, and experience, who are providing any services under this agreement. Contractor shall

1 provide a copy of the hospital By-laws which specifically allows psychologists to admit, transfer, and  
2 discharge patients and other procedures related to the care of mentally ill patients. Additionally, the  
3 contractor shall include in its By-law provisions of telepsychiatry services if utilized. Additionally, the  
4 contractor shall provide the County a list of attending physicians and licensed psychologists with attending  
5 privileges whenever there is a change.

6 10. STAFF TRAINING AND SUPERVISION: Contractor shall institute and maintain an in-service  
7 training program of treatment review and case conferences in which all its professional, para-professional,  
8 intern, student and clinical volunteer personnel shall participate. Contractor shall institute and maintain  
9 appropriate supervision of all persons providing services under this Agreement with particular emphasis on  
10 the supervision of para-professionals, interns, students, and clinical volunteers. Contractor shall be  
11 responsible for the provision of mandatory training for all staff at the time of initial employment and on an  
12 ongoing basis as required by Federal and State law, including but not limited to HIPAA and Sexual  
13 Harassment. Contractor shall be responsible for the training of all appropriate staff on State and County  
14 policies and procedures as well as on any other matters that County may reasonably require.

15 Contractor shall document and make available upon request by the Federal, State and/or County the type  
16 and number of hours of training provided to Contractor's officers, employees and agents,.

17 11. PROGRAM SUPERVISION, MONITORING AND REVIEW: Director or the Director's designee shall  
18 have the right to monitor and specify the kind, quality, appropriateness, timeliness, amount of services, and  
19 the criteria for determining the persons to be served. To assure compliance with this Agreement and for any  
20 other reasonable purpose relating to performance of this Agreement, and subject to the provisions of State  
21 and Federal law, Authorized County, State and/or Federal representatives shall have the right to enter  
22 Contractor's premises (including all other places where duties under this Agreement are being performed,  
23 with or without notice, to inspect , monitor and/or audit Contractor's facilities, programs and procedures, or to  
24 otherwise evaluate the work performed or being performed; review and copy any records and supporting  
25 documentation pertaining to the performance of this Agreement; and elicit information regarding the  
26 performance of this Agreement or any related work. The representatives and designees of such agencies  
27 may examine, audit and copy such records at the site at which they are located. Contractor shall provide  
28 access to facilities and shall cooperate and assist County, State, and/or Federal representatives and  
29 designees in the performance of their duties. Unless otherwise agreed upon in writing, Contractor must  
30 provide specified data upon request by County, State, and/or Federal representative and designees within  
31 ten (10) State working days for monitoring purposes.

32 12. PERFORMANCE STANDARDS AND OUTCOME MEASURES: The Contractor shall comply with  
33 all applicable Federal, State, and County policies and procedures relating to performance standards and  
34 outcome measures including but not limited to those performance standards and outcome measures required  
35 by specific Federal or State funding, which has policies or procedures for performance standards and/or  
36 outcome measures included as part of the Contractor's contract and shall apply for all County policies,  
37 procedures, or departmental bulletins approved by the Director or the Director's designee for performance

1 standards and/or outcome measures. County will notify Contractor whenever County policies or procedures  
2 are to apply to this contract provision at least, where feasible, 30 days prior to implementation. These  
3 Federal, State or County performance standards and/or outcome measures will be used as part of the  
4 determination of the effectiveness of the services delivered by Contractor. Provider Manual, Provider Alerts,  
5 and policies are an extension of the Contract Agreement and the Contractor must abide by the conditions set  
6 forth in the contract, Provider Manual, Provider Alerts, and policies.

7 13. QUALITY MANAGEMENT PROGRAM:

8 A. Contractor shall establish and maintain a Quality Management Program. Contractor's  
9 written Quality Management Program shall describe its quality assurance, quality improvement and  
10 utilization review structure, process, decisions, actions and monitoring, in accordance with the  
11 Department's Quality Improvement Program Policy No. 105.1 and CFR 42, Chapter IV, Subchapter C, Part  
12 456, Subpart D Section 456.150 through 456.245 , to ensure that the quality and appropriateness of care  
13 delivered to clients of the mental health system meets or exceeds the established County, State, and  
14 federal service standards and complies with the standards set by the State Department of Mental Health  
15 through the Medi-Cal Performance Contract.

16 B. The Contractor's Quality Management Program shall be consistent with Department's  
17 Quality Improvement Program Policy No. 105.1 including the Department's Quality Improvement Work  
18 Plan and participation in Service Area Quality Assurance and Quality Improvement Committee meetings  
19 as outlined in Policy No. 105.1.

20 C. The Contractor's Quality Management Program shall be consistent with the Department's  
21 Cultural Competency Plan.

22 D. The Contractor's shall cooperate with County Quality Improvement activities to improve  
23 the quality of care and services and patient's experience. Cooperation includes collection and evaluation  
24 of the data and participation in the organization's Quality Improvement programs in accordance with  
25 National Committee of Quality Assurance (NCQA) Element A, Factor 1.

26 E. The Contractor's level of performance under this Agreement shall be evaluated by the  
27 County no less than biannually. Failure to meet performance standards may place Contractor's  
28 Agreement in jeopardy; performance deficits that are not remedied will be reported to the Board of  
29 Supervisors. The report shall include improvement/corrective action measures taken by the County and  
30 Contractor. If improvement does not occur consistent with the corrective action measures, County may  
31 terminate this Agreement or invoke other remedies as specified in this Agreement.

32 14. RECORDS AND AUDITS:

33 A. Records:

34 (1) General:

35 (a) Contractor shall maintain books, records, documents and other evidence as  
36 well as accounting procedures and practices sufficient to reflect properly all direct and indirect costs of  
37 whatever nature claimed to have been incurred in the performance of this Agreement.

1 (b) Contractor shall maintain all the information described in Subparagraph (a)  
2 in accordance with the Federal Health Care Financing Administration's Health Insurance Manual Volume 15  
3 (HIM 15) and generally accepted accounting principles.

4 (c) Contractor shall maintain medical records required by CCR, Title 22,  
5 Sections 70747 through 70751, and other records relating to a Beneficiary's eligibility for services, the  
6 services rendered, the Beneficiary to whom the services were rendered, the date(s) of service, the medical  
7 necessity of the services, and the quality of the care provided. Records shall be maintained in accordance  
8 with CCR, Title 22, Section 51476.

9 (d) In addition to the requirements in this Paragraph 14, Contractor shall  
10 comply with any additional record requirements described in the Service Exhibit(s) and shall adequately  
11 document the delivery of all services described in this Agreement.

12 (2) Beneficiary Records: Contractor shall maintain treatment and other records of all  
13 services in accordance with all applicable County, State and Federal requirements on each individual  
14 Beneficiary which shall include, but not be limited to, Beneficiary identification number, Beneficiary face  
15 sheet, all data elements required by the County's claims processing information system, consent for  
16 treatment form, initial evaluation form, treatment plan, progress notes and discharge summary.

17 All such records shall be maintained by Contractor for a minimum period of seven years  
18 following discharge of the Beneficiary or termination of services (except that the records of unemancipated  
19 minors shall be kept at least one year after such minor has reached the age of eighteen years and in any  
20 case not less than seven years), or until any litigation, claim, negotiation, County, State and/or Federal audit,  
21 and/or other action involving the records, is fully resolved, whichever is later. During such retention period, all  
22 such records shall be made available during County's normal business hours to authorized representatives of  
23 County, State, and/or Federal governments for purposes of inspection, program review, and/or audit. In the  
24 event any records are located outside Los Angeles County, Contractor shall pay County for all travel, per  
25 diem, and other costs incurred by County for any inspection or audit at such other location.

26 (3) Financial Records: Contractor shall prepare and maintain, on a current basis,  
27 accurate and complete financial records of its activities and operations relating to this Agreement in  
28 accordance with generally accepted accounting principles and all guidelines, standards, and procedures  
29 which may be provided by County to Contractor. Minimum standards for accounting principles are set forth in  
30 County's Auditor-Controller's Contract Accounting and Administration Handbook which shall be furnished to  
31 Contractor by County upon request.

32 The entries in all financial records must be readily traceable to applicable source  
33 documentation (e.g. remittance invoices, vendor invoices, employee timecards signed by employee and  
34 countersigned by supervisor in ink, subsidiary ledgers and journals, appointment logs, patient ledger cards,  
35 etc.). Any apportionment of costs shall be made in accordance with the requirements of the Federal Health  
36 Care Financing Administration's Health Insurance Manual Volume 15 (HIM 15) and other guidelines,  
37 standards, and procedures which may be provided by County to Contractor.

1 All such records shall be maintained by Contractor for a minimum period of seven years  
2 following the expiration or termination of the Agreement, or until any litigation, claim, negotiation, County,  
3 State and/or Federal audit, and/or other action involving the records, is fully resolved, whichever is later.  
4 During such retention period, all such records shall be made available during County's normal business hours  
5 to authorized representatives of County, State, and/or Federal governments for purposes of inspection,  
6 program review, and/or audit. In the event any records are located outside Los Angeles County, Contractor  
7 shall pay County for all travel, per diem, and other costs incurred by County for any inspection or audit at  
8 such other location.

9 (4) Preservation of Records: If, following termination of this Agreement, Contractor's  
10 facility(ies) is (are) closed or if majority ownership of Contractor changes, then within seventy-two hours  
11 thereafter, Director of DHCS and County or the Director's designee shall be notified thereof by Contractor in  
12 writing of all arrangements made by Contractor for preservation of all the Beneficiary, financial, and other  
13 records referred to in this Paragraph 14.

14 B. Audits:

15 (1) Contractor shall provide County, State and/or Federal governments, and their  
16 authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe, any  
17 pertinent transaction, activity, time cards, or any other records or information relating to this Agreement.

18 (2) County, State and/or Federal governments may, in their sole discretion, perform  
19 periodic fiscal and/or program review(s) of Contractor's records that relate to this Agreement. If County  
20 determines that the results of any such reviews indicate the need for corrective action, Contractor shall within  
21 30 days after receiving the findings of the fiscal and/or program review either (a) submit a plan of action to  
22 DMH, or (b) request a review by the Director or the Director's designee. If Contractor requests a review by  
23 the Director or the Director's designee within the 30 days, and if a corrective plan of action is then required,  
24 Contractor shall have 30 days to submit its corrective plan of action.

25 (3) County, State and/or Federal governments may conduct onsite reviews and audits  
26 during normal working hours with at least 72-hour notice, except that unannounced onsite reviews and  
27 requests for information may be made in those exceptional situations where arrangement of an appointment  
28 is not possible or is inappropriate to the nature of the intended visit

29 (4) Audit Reports: In the event that any audit of any or all aspects of this Agreement is  
30 conducted of Contractor by any Federal or State auditor, or by any auditor or accountant employed by  
31 Contractor or otherwise, then Contractor shall file a copy of such audit report(s) with DMH's Contracts  
32 Development and Administration Division within 30 days of Contractor's receipt thereof, unless otherwise  
33 provided by applicable Federal or State law or under this Agreement. Contractor shall promptly notify County  
34 of any request for access to information related to this Agreement by any other governmental agency.

35 (5) California Department of Health Care Services Access to Records: Contractor  
36 agrees that for a period of seven years or until final audit is completed, whichever occurs later, following the



1 furnishing of services under this Agreement, Contractor shall maintain and make available to the California  
2 Department of Health Care Services, the Secretary of the United States Department of Health and Human  
3 Services or the Controller General of the United States, and any other authorized Federal and State  
4 agencies, or to any of their duly authorized representatives, the contracts, books, documents and records of  
5 Contractor which are necessary to verify the nature and extent of the cost of services hereunder.

6 (6) Federal Access To Records: If, and to the extent that, Section 1861(v)(1)(I) of  
7 the Social Security Act (42 United States Code Section 1395x(v)(1)(I)) is applicable, Contractor agrees that  
8 for a period of seven years following the furnishing of services under this Agreement, Contractor shall  
9 maintain and make available, to the Secretary of the United States Department of Health and Human  
10 Services or the Controller General of the United States, or to any of their duly authorized representatives, the  
11 contracts, books, documents and records of Contractor which are necessary to verify the nature and extent of  
12 the cost of services hereunder. .

13 15. REPORTS:

14 A. General: Contract shall make reports as required by Director or the Director's designee or  
15 by State regarding Contractor's activities and operations as they relate to Contractor's performance of this  
16 Agreement. In no event may County require such reports unless it has provided Contractor with at least 30  
17 days' prior written notification. County shall provide Contractor with a written explanation of the procedures  
18 for reporting the required information.

19 B. County's Claims Processing Information System:

20 (1) Contractor shall participate in the County's Processing Information System as  
21 required by Director or the Director's designee. Contractor shall report to County, all program, beneficiary,  
22 staff, and other data and information about Contractor's services, within the specified time periods as required  
23 by County Chief Information Office's Training Manuals, Bulletins, Reference Guide, Medi-Cal Fee-For-  
24 Service Inpatient Hospital Provider Manual Provider, Alerts and Updates, and any other County  
25 requirements, in no event, no later than 40 calendar days after the close of each Fiscal Year in which the  
26 services were provided.

27 (2) Notwithstanding any other provision (2) of this Agreement, only those days of service of  
28 Acute Psychiatric Inpatient Hospital Services and Administrative Day Services, as set forth on County-  
29 approved Treatment Authorization Requests and properly entered into the County's Claims Processing  
30 Information System, shall be counted as reimbursable services. Contractor shall ensure that all data reported  
31 in the County's Claims Processing Information System is accurate and complete. Contractor has  
32 responsibility to review all provider reports and to report any discrepancies to County's Claims Processing  
33 Information System representatives. Admission data must be entered by Contractor into the County's Claims  
34 Processing Information System within 24 hours of the time of admission.

35 (3) After the close of the monthly County's Claims Processing Information System  
36 reporting period, no data and information relating to services for that month may be added without the written  
37 approval of Director or the Director's designee.

1           (4)       There may be good reasons that prevent Contractor from entering into the County's  
2 Claims Processing Information System all data and information documenting days of service of Acute  
3 Psychiatric Inpatient Hospital Services and Administrative Day Services before the close of a particular  
4 month. If, after the close of the monthly County's Claims Processing Information System reporting period,  
5 Contractor desires to enter any data and information documenting services for a particular month, then  
6 Contractor shall submit a request in writing setting forth the good cause reasons which prevented Contractor  
7 from timely entering such particular data and information into County's Claims Processing and Information  
8 System. Director or the Director's designee may, at their sole discretion, approve in writing Contractor's  
9 request to enter the data and information into the County's Claims Processing Information System.  
10 Notwithstanding any other provision of this Agreement, the only services which shall be considered legitimate  
11 and reimbursable shall be those services as entered by Contractor into the County's Claims Processing  
12 Information System.

13           (5)       Contractor shall train its staff in the operation, procedures, policies, and all related  
14 use, of County's Claim Processing Information System as required by County. County shall train Contractor's  
15 designated trainer in the operation, procedures, policies, and all related use of the County's Claims  
16 Processing Information System.

17 16.    CONFIDENTIALITY: Contractor shall maintain the confidentiality of all records and information,  
18 including, but not limited to, claims, County records, patient/client records and information, and County claims  
19 processing information system records, in accordance with WIC Sections 5328 through 5330, inclusive, and  
20 all other applicable County, State, and Federal laws, ordinances, rules, regulations, manuals, guidelines, and  
21 directives, relating to confidentiality and privacy. Contractor shall require all its officers, employees, and  
22 agents providing services hereunder to acknowledge, in writing, understanding of, and agreement to fully  
23 comply with, all such confidentiality and privacy provisions. Contractor shall indemnify and hold harmless  
24 County, its officers, employees, and agents, from and against any and all loss, damage, liability, and expense  
25 arising from any disclosure of such records and information by Contractor, its officers, employees, or agents.

26           Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and  
27 Confidentiality Agreement", Attachment X -1.

28 17.    BENEFICIARIES RIGHTS: Contractor shall comply with all applicable beneficiaries rights  
29 provisions, including, but not limited to, WIC Section 5325 et seq., CCR Title 9, Section 850 et seq., and CCR  
30 Title 22, including, but not limited to, Section 70707. Contractor shall also comply with all beneficiaries'  
31 policies provided by County. Contractor shall post in a conspicuous place a written policy on beneficiary's  
32 rights in accordance with WIC Section 5325, CCR Title 22, Section 70707, and CCR, Title 9, Chapter 11,  
33 Section 1810.360(d). Contractor shall freely communicate with the Beneficiaries about their treatment,  
34 regardless of benefit coverage limitations in accordance with NCQA requirement, Element B.

35           DHCS, County Patients' Rights Advocates and/or other DMH staff designated by Director or the  
36 Director's designee, and any other authorized agencies shall be given access by Contractor to beneficiary's  
37 records, and Contractor's personnel in order to investigate any complaints by beneficiaries and/or to monitor

1 Contractor's compliance with all applicable statutes, regulations, manuals and policies.

2 18. REPORTING OF BENEFICIARY ABUSE AND RELATED PERSONNEL REQUIREMENTS:

3 A. Elders And Dependent Adults Abuse: Contractor, and all persons employed shall comply  
4 with WIC Section 15630 et seq. and shall report all known or suspected instances of physical abuse of elders  
5 and dependent adults under the care of Contractor either to an appropriate County adult protective services  
6 agency or to a local law enforcement agency, as mandated by these WIC Sections 15630, and permitted by  
7 15631 and 15632. Contractor and all persons employed shall make the report on such abuse, and shall  
8 submit all required information, in accordance with WIC Sections 15630, 15633 and 15633.5.

9 B. Minor Children Abuse: Contractor and all persons employed or subcontracted by  
10 Contractor, shall comply with California Penal Code (hereafter "PC") Section 11164 et seq. and shall report  
11 all known or suspected instances of child abuse to an appropriate child protective agency, as mandated by  
12 California Penal Code 11164, 11165.8 and 11166. Contractor and all persons employed or subcontracted by  
13 Contractor, shall make the report on such abuse, and shall submit all required information, in accordance with  
14 PC Sections 11166 and 11167.

15 C. Contractor Staff:

16 (1) Contractor shall assure that any person who enters into employment as a care  
17 custodian of elders, dependent adults or minor children, or who enters into employment as a health or other  
18 practitioner, prior to commencing employment, and as a prerequisite to that employment, shall sign a  
19 statement on a form provided by Contractor in accordance with the above code sections to the effect that  
20 such person has knowledge of, and will comply with, these code sections.

21 (2) Contractor shall assure that clerical and other non-treatment staff who are not  
22 legally required to directly report suspected cases of abuse, consult with mandated reporters upon suspecting  
23 any abuse.

24 (3) For the safety and welfare of elders, dependent adults, and minor children,  
25 Contractor, shall, to the maximum extent permitted by law, ascertain arrest and conviction records for all  
26 current and prospective employees and shall not employ or continue to employ any person convicted of any  
27 crime involving any harm or inappropriate behavior to elders, dependent adults, or minor children.

28 (4) Contractor shall not employ or continue to employ, or shall take other appropriate  
29 action to fully protect all persons receiving services under this Agreement concerning, any person whom  
30 Contractor knows, or reasonably suspects, has committed any acts which are inimical to the health,  
31 morals, welfare, or safety of elders, dependent adults or minor children, or which otherwise make it  
32 inappropriate for such person to be employed by Contractor.

33 19. NONDISCRIMINATION IN SERVICES:

34 A. Contractor shall not discriminate in the provision of services hereunder because of race,  
35 religion, national origin, ancestry, gender, age, marital status, sexual orientation and/or physical or  
36 mental handicap, or medical conditions, (except to the extent clinically appropriate), in accordance with  
37 requirements of Federal and State law. For the purpose of this Paragraph 19, discrimination in the

1 provision of services may include, but is not limited to, the following: denying any person any service or  
2 benefit or the availability of a facility; providing any service or benefit to any person which is different, or is  
3 provided in a different manner or at a different time, from that provided to others; subjecting any person to  
4 segregation or separate treatment in any matter related to the receipt of any service; restricting any  
5 person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service  
6 or benefit; and treating any person differently from others in determining admission, enrollment, eligibility,  
7 membership, or any other requirement or condition which persons must meet in order to be provided any  
8 service or benefit. Contractor shall take affirmative action to ensure that those Beneficiaries who  
9 qualify for services under this Agreement are provided services without regard to ability to pay or source  
10 of payment, race, religion, national origin, ancestry, gender, age, marital status, sexual orientation and/or  
11 physical or mental handicap or medical condition.

12 B. Contractor shall establish and maintain written complaint procedures under which any  
13 person applying for or receiving any services under this Agreement may seek resolution from Contractor  
14 of a complaint with respect to any alleged discrimination in rendering services by Contractor's personnel.  
15 Such procedures shall also include a provision whereby any such person, who is dissatisfied with  
16 Contractor's resolution of the matter, shall be referred by Contractor to Director or the Director's designee  
17 for the purpose of presenting his complaint of the alleged discrimination. Such complaint procedures  
18 shall also indicate that if such person is not satisfied with County's resolution or decision with respect to  
19 the complaint of alleged discrimination, such person may appeal the matter to the State if appropriate.

20 C. Contractor shall not employ discriminatory practices in the admission of any person,  
21 assignment or accommodations, or otherwise. Any time any person applies for services under this  
22 Agreement, such person shall be advised by Contractor of the complaint procedures described in the  
23 above paragraph. A copy of such complaint procedures shall be posted by Contractor in each of  
24 Contractor's facilities where services are provided under this Agreement in a conspicuous place, available  
25 to the public.

26 20. NONDISCRIMINATION IN EMPLOYMENT:

27 A. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries,  
28 or holding companies are and will be treated equally by it without regard to, or because of, race, color,  
29 religion, national origin, ancestry, gender, age, marital status, condition of physical disability (including  
30 HIV and AIDS) or mental disability, medical condition (e.g. cancer), denial of family care leave, or political  
31 affiliation, and in compliance with all applicable Federal and State anti-discrimination laws and  
32 regulations. The applicable regulations of the Fair Employment and Housing Commission implementing  
33 Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code  
34 of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in  
35 full. Contractor shall give written notice of their obligations under this clause to labor organizations with  
36 which they have a collective bargaining or other agreement.

37 B. Contractor shall take affirmative steps to ensure that qualified applicants are employed, and

1 that employees are treated during employment, without regard to race, color, religion, national origin,  
2 ancestry, gender, age, marital status, sexual orientation, condition of physical disability (including HIV and  
3 AIDS) or mental disability, medical condition (e.g. cancer), denial of family care leave, or political affiliation.  
4 Such treatment shall include, but is not limited to, the following actions: employment, promotion, demotion,  
5 transfer, recruitment or recruitment or recruitment advertising, layoff or termination, rates of pay or other  
6 forms of compensation, selection for training, including apprenticeship and granting or denying family care  
7 leave. Contractor shall not discriminate against or harass, nor shall it permit harassment of, its employees  
8 during employment based upon race, color, religion, national origin, ancestry, gender, age, marital status,  
9 sexual orientation, condition of physical disability (including HIV and AIDS) or mental disability, medical  
10 condition (e.g. cancer), denial of family care leave, or political affiliation in compliance with all applicable  
11 federal and State anti-discrimination laws and regulations. Contractor shall ensure that the evaluation and  
12 treatment of its employees and applicants for employment are free from such discrimination and harassment,  
13 and will comply with the provisions of the Fair Employment and Housing Act (Government Code Section  
14 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title  
15 2, Section 7285.0 et seq.).

16 C. Contractor shall deal with its bidders, or vendors without regard to or because of race, color,  
17 religion, ancestry, national origin, gender, age, marital status, sexual orientation, condition of physical  
18 disability (including HIV and AIDS) or mental disability, medical condition (e.g. cancer) denial of family care  
19 leave, or political affiliation. Further, Contractor shall give written notice of its obligations under this  
20 Paragraph 20 to labor organizations with which it has a collective bargaining or other agreement.

21 D. Contractor shall allow County representatives access to its employment records during  
22 regular business hours to verify compliance with the provisions of this Paragraph 20 when so requested by  
23 Director or the Director's designee.

24 E. If County finds that any of the above provisions has been violated, the same shall constitute  
25 a material breach of this Agreement upon which County may immediately terminate or suspend this  
26 Agreement. The County reserves the right to determine independently that the anti-discrimination provisions  
27 of this Agreement have been violated. In addition, a determination by the California Fair Employment  
28 Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has  
29 violated State or federal anti-discrimination laws or regulations shall constitute a finding by County that  
30 Contractor has violated the anti-discrimination provisions of this Agreement.

31 F. In the event that Contractor violates any of the anti-discrimination provisions of this  
32 Paragraph 20. County shall be entitled, at its option, to the sum of FIVE HUNDRED DOLLARS (\$500)  
33 pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this  
34 Agreement.

35 21. **FAIR LABOR STANDARDS:** Contractor shall comply with all applicable provisions of the Federal  
36 Fair Labor Standards Act, and shall indemnify, defend, and hold harmless County, its officers, employees,  
37 and agents, from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages,

1 penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to,  
2 the Federal Fair Labor Standards Act, for services performed by Contractor's employees for which County  
3 may be found jointly or solely liable.

4 22. INDEMNIFICATION AND INSURANCE:

5 A. Indemnification: The Contractor shall indemnify, defend and hold harmless the County, its  
6 Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees")  
7 from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and  
8 expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except  
9 for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

10 B. General Provisions for all Insurance Coverage: Without limiting Contractor's indemnification  
11 of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement  
12 have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the  
13 requirements specified in Subparagraphs B and C of this Paragraph 22. These minimum insurance  
14 coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any  
15 other contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way  
16 warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from  
17 or relate to this Agreement.

18 (1) Evidence of Coverage and Notice to County

19 (a) Certificate(s) of insurance coverage (Certificate) satisfactory to County, and  
20 a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been  
21 given Insured status under the Contractor's General Liability policy, shall be delivered to County at the  
22 address shown below and provided prior to commencing services under this Agreement.

23 (b) Renewal Certificates shall be provided to County not less than 10 days  
24 prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified  
25 copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

26 (c) Certificates shall identify all Required Insurance coverage types and limits  
27 specified herein, reference this Agreement by name or number, and be signed by an authorized  
28 representative of the insurer(s). The Insured party named on the Certificate shall match the name of the  
29 Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of  
30 each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification  
31 number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty  
32 thousand (\$50,000.00) dollars, and list any County required endorsement forms.

33 (d) Neither the County's failure to obtain, nor the County's receipt of, or failure  
34 to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or  
35 information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a  
36 waiver of any of the Required Insurance provisions.

37 Certificates and copies of any required endorsements shall be sent to:

1 Los Angeles County - Department of Mental Health  
2 Contracts Development and Administration Division  
3 550 South Vermont Avenue, 5th Floor  
4 Los Angeles, CA 90020  
5 Attention: Chief of Contracts

6 Contractor also shall promptly report to County any injury or property damage accident or incident,  
7 including any injury to Contractor employee occurring on County property, and any loss, disappearance,  
8 destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also  
9 shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-  
10 Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit  
11 against Contractor and/or County.

12 (2) Additional Insured Status and Scope of Coverage

13 The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and  
14 Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's  
15 General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations  
16 performed on behalf of County. County and its Agents additional insured status shall apply with respect to  
17 liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is  
18 attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to  
19 the County and its Agents as an additional insured, even if they exceed the County's minimum Required  
20 Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable  
21 providing it satisfies the Required Insurance provisions herein.

22 (3) Cancellation of or Changes in Insurance

23 Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County  
24 shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of  
25 coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10)  
26 days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other  
27 cancellation or policy change. Failure to provide written notice of cancellation or any change in Required  
28 Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon  
29 which the County may suspend or terminate this Agreement.

30 (4) Failure to Maintain Insurance

31 Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance  
32 shall constitute a material breach of the Agreement, upon which County immediately may withhold payments  
33 due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain  
34 damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required  
35 Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or  
36 pursue Contractor reimbursement.

37 (5) Insurer Financial Ratings

1 Coverage shall be placed with insurers acceptable to the County with A.M. Best rating of not less than A: VII  
2 unless otherwise approved by County.

3 (6) Contractor's Insurance Shall Be Primary

4 Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with  
5 respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-  
6 insurance coverage shall be in excess of and not contribute to any Contractor coverage.

7 (7) Waivers of Subrogation

8 To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of  
9 recovery against County under all the Required Insurance for any loss arising from or relating to this  
10 Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements  
11 which may be necessary to affect such waiver.

12 (8) Deductibles and Self-Insured Retentions (SIRs)

13 Contractor's policies shall not obligate the County to pay any portion any Contractor deductible or SIR. The  
14 County retains the right to require Contractor to reduce or eliminate policy deductibles and SIR as respects  
15 the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all  
16 related claims investigation, administration and defense expenses. Such bond shall be executed by a  
17 corporate surety licensed to transact business in the State of California.

18 (9) Claims Made Coverage

19 If any part of the Required Insurance is written on a claim made basis, any policy retroactive date shall  
20 precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such  
21 coverage for a period of not less than three (3) years following Agreement expiration, termination or  
22 cancellation.

23 (10) Application of Excess Liability Coverage

24 Contractors may use a combination of primary, and excess insurance policies which provide coverage as  
25 broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

26 (11) Separation of Insured

27 All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance  
28 Services Office, Inc.) separation of insured provision with no insured versus insured exclusions or limitations.

29 (12) Alternative Risk Financing Programs

30 The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention  
31 groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required  
32 Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under  
33 an approved program.

34 (13) County Review and Approval of Insurance Requirements

35 The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon  
36 County's determination of changes in risk exposures.

37 C. Insurance Coverage:



1 (1) Commercial General Liability insurance (providing scope coverage equivalent to  
 2 ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less  
 3 than:

4	General Aggregate:	\$2 million
5	Products/Completed Operations Aggregate:	\$1 million
6	Personal and Advertising Injury:	\$1 million
7	Each Occurrence:	\$1 million

8 (2) Automobile Liability insurance (providing scope of coverage equivalent to ISO policy  
 9 form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or  
 10 equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of  
 11 autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be  
 12 applicable.

13 (3) Workers Compensation and Employers' Liability insurance or qualified self-  
 14 insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not  
 15 less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or  
 16 temporary staffing firm or a professional employer organization (PEO), coverage also shall include an  
 17 Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A)  
 18 naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that  
 19 County will receive not less than thirty (30) days advance written notice of cancellation of this coverage  
 20 provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the  
 21 requirements of any federal workers or workmen's compensation law or any federal occupational disease  
 22 law.

23 (4) Sexual Misconduct Liability insurance covering actual or alleged claims for sexual  
 24 misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and  
 25 claims for negligent employment, investigation, supervision, training or retention of, or failure to report to  
 26 proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or  
 27 maltreatment of a sexual nature.

28 (5) Professional Liability/Errors and Omissions Insurance covering Contractor's liability  
 29 arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$3 million  
 30 aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not  
 31 less than three (3) years following this Agreement's expiration, termination or cancellation.

32 23. WARRANTY AGAINST CONTINGENT FEES: Contractor warrants that no person or selling agency  
 33 has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for  
 34 any commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide  
 35 established commercial or selling agencies maintained by Contractor for the purpose of securing business.  
 36 For Contractor's breach or violation of this warranty, County may, in its sole discretion, deduct from the  
 37 Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage,

1 brokerage, or contingent fee.

2 24. CONFLICT OF INTEREST:

3 A. No County employee whose position in County enables such employee to influence the  
4 award or administration of this Agreement or any competing agreement, and no spouse or economic  
5 dependent of such employee, shall be employed in any capacity by Contractor or have any direct or indirect  
6 financial interest in this Agreement. No officer or employee of Contractor who may financially benefit from the  
7 provision of services hereunder shall in any way participate in County's approval, or ongoing evaluation, of  
8 such services, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such  
9 services.

10 B. Contractor shall comply with all conflict of interest laws, ordinances and regulations now  
11 in effect or enacted during the term of this Agreement. Contractor warrants that it is not now aware of any  
12 facts which create a conflict of interest. If Contractor hereafter becomes aware of any facts which might  
13 reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of  
14 such facts to County. Full written disclosure shall include, without limitation, identification of all persons  
15 implicated and complete description of all relevant circumstances.

16 25. UNLAWFUL SOLICITATION: Contractor shall require all of its employees to acknowledge, in  
17 writing, understanding of and agreement to comply with the provisions of Article 9 of Chapter 4 of Division 3  
18 (commencing with Section 6150) of California Business and Professions Code (i.e., State Bar Act provisions  
19 regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative  
20 steps in its performance hereunder to insure that there is no violation of such provisions by its employees.  
21 Contractor shall utilize the attorney referral service of all those bar associations within the County of Los  
22 Angeles that have such a service.

23 26. INDEPENDENT STATUS OF CONTRACTOR:

24 A. This Agreement is by and between County and Contractor and is not intended, and shall not  
25 be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association,  
26 as between County and Contractor. The employees and agents of one party shall not be, or be construed to  
27 be, the employees or agents of the other party for any purpose whatsoever.

28 B. Contractor shall be solely liable and responsible for providing to, or on behalf of, all  
29 persons performing work pursuant to this Agreement all compensation and benefits. County shall have  
30 no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability  
31 benefits, federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel  
32 provided by or on behalf of Contractor.

33 C. Contractor understands and agrees that all persons performing services pursuant to this  
34 Agreement are, for purposes of workers' compensation liability, the sole employees of Contractor and not  
35 employees of County. Contractor shall be solely liable and responsible for furnishing any and all workers'  
36 compensation benefits to any person as a result of any injuries arising from or connected with any services  
37 performed by or on behalf of Contractor pursuant to this Agreement.

1 D. Contractor shall obtain and maintain on file an executed Contractor Employee  
2 Acknowledgment of Employer in the form as contained in Contractor's contract package for this Agreement,  
3 for each of its employees performing services under this Agreement. Such Acknowledgments shall be  
4 executed by each such employee on or immediately after the commencement date of this Agreement but in  
5 no event later than the date such employee first performs services under this Agreement.

6 27. CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF OR FORMER  
7 COUNTY EMPLOYEES ON A REEMPLOYMENT LIST: Should Contractor require additional or  
8 replacement personnel after the effective date of this Agreement to perform the services set forth herein,  
9 Contractor shall give first consideration for such employment openings to qualified permanent County  
10 employees who are targeted for layoff or qualified former County employees who are on a reemployment list  
11 during the term of this Agreement.

12 28. CONSIDERATION OF HIRING GREATER AVENUES FOR INDEPENDENCE (GAIN)  
13 PARTICIPANTS OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR  
14 EMPLOYMENT:

15 A. Should Contractor require additional or replacement personnel after the effective date of this  
16 Agreement, Contractor shall give consideration for any such employment openings to participants in the  
17 County's Department of Public Social Services' GAIN Program or GROW Program who meets Contractor's  
18 minimum qualifications for the open position. If contractor decides to pursue consideration of GAIN/GROW  
19 participants for hiring, County will refer GAIN/GROW participants, by job category, to Contractor. Contractors  
20 shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of  
21 qualified GAIN/GROW job candidates.

22 B. In the event that both laid-off County employees and GAIN/GROW participants are available  
23 for hiring, county employees shall be given first priority.

24 29. DELEGATION AND ASSIGNMENT:

25 A. Contractor shall not assign its rights or delegate its duties under this Agreement, or both,  
26 whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted  
27 assignment or delegation without such consent shall be null and void. For purposes of this paragraph,  
28 County consent shall require a written amendment to this Agreement, which is formally approved and  
29 executed by the parties. Any payments by County to any approved delegate or assignee on any claim under  
30 this Agreement shall be deductible, at County's sole discretion, against the claims which Contractor may  
31 have against County.

32 B. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell,  
33 exchange, assign, or divest themselves of any interest they may have in Contractor. However, in the event  
34 any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority  
35 control of Contractor to any person(s), corporation, partnership, or legal entity other than the; majority  
36 controlling interest therein at the time of execution of this Agreement, such disposition shall be deemed is an  
37 assignment requiring the prior written consent of County in accordance with applicable provisions of this

1 Agreement.

2 C. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties,  
3 responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through  
4 assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration  
5 for any reason whatsoever without County's express prior written approval, shall be a material breach of this  
6 Agreement which may result in the termination of this Agreement. In the event of such termination, County  
7 shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by  
8 Contractor.

9 D. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell,  
10 exchange, assign, or divest themselves of any interest they may have therein. However, in the event any  
11 such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control  
12 of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling  
13 interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the  
14 prior written consent of County in accordance with applicable provisions of this Agreement.

15 E. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties,  
16 responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through  
17 assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration  
18 for any reason whatsoever without County's express prior written approval, shall be a material breach of the  
19 Agreement which may result in the termination of the Agreement. In the event of such termination, County  
20 shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by  
21 Contractor.

22 30. SUBCONTRACTING:

23 A. No performance of this Agreement, or any portion thereof, shall be subcontracted by  
24 Contractor without the prior written consent of County as provided in this Paragraph. Any attempt by  
25 Contractor to subcontract any performance, obligation, or responsibility under this Agreement, without the  
26 prior written consent of County, shall be null and void and shall constitute a material breach of this  
27 Agreement. Notwithstanding any other provision of this Agreement, in event of any such breach by  
28 Contractor, this Agreement may be terminated forthwith by County. Notwithstanding any other provision of  
29 this Agreement, the parties do not in any way intend that any person or entity shall acquire any rights as a  
30 third party beneficiary of this Agreement.

31 B. If Contractor desires to subcontract any portion of its performance, obligations, or  
32 responsibilities under this Agreement, Contractor shall make a written request to County, for written approval  
33 to enter into the particular subcontract. Contractor's request to County shall include:

- 34 (1) The reasons for the particular subcontract.  
35 (2) A detailed description of the services to be provided by the subcontract.  
36 (3) Identification of the proposed subcontractor and an explanation of why and how the  
37 proposed subcontractor was selected, including the degree of competition involved.

1           (4)     A description of the proposed subcontract amount and manner of compensation,  
2 together with Contractor's cost or price analysis thereof.

3           (5)     A copy of the proposed subcontract which shall contain the following provision:

4           "This contract is a subcontract under the terms of the prime contract with the County of Los  
5 Angeles and shall be subject to all of the provisions of such prime contract."

6           (6)     A copy of the proposed subcontract, if in excess of \$10,000 and utilizes public  
7 funds, shall also contain the following provision:

8           "The contracting parties shall be subject to the examination and audit of the State Auditor,  
9 pursuant to the California Government Code, Section 8546.7 for a period of seven (7) years from the end of  
10 the Fiscal Year in which such services were provided or until final resolution of any audits, whichever occurs  
11 later." The Contractor will also be subject to the examination and audit of the State Auditor

12           (7)     Any other information and/or certifications requested by County.

13           C.     County shall review Contractor's request to subcontract and shall determine, in its sole  
14 discretion, whether or not to consent to such request on a case-by-case basis.

15           D.     Contractor shall indemnify and hold harmless County, its officers, employees, and  
16 agents, from and against any and all liability, damages, costs, and expenses, including, but not limited to,  
17 defense costs and legal fees, arising from or related to Contractor's use of any subcontractor, including  
18 any officers, employees, or agents of any subcontractor, in the same manner as required for Contractor,  
19 its officers, employees, and agents, under this Agreement.

20           E.     Notwithstanding any County consent to any subcontracting, Contractor shall remain fully  
21 liable and responsible for any and all performance required of it under this Agreement, and no  
22 subcontract shall bind or purport to bind County. Further, County approval of any subcontract shall not be  
23 construed to limit in any way any Contractor's performance, obligations, or responsibilities, to County, nor  
24 shall such approval limit in any way any of County's rights or remedies contained in this Agreement.  
25 Additionally, County approval of any subcontract shall not be construed in any way to constitute the  
26 determination of the allowability or appropriateness of any cost or payment under this Agreement.

27           F.     In the event that County consents to any subcontracting, such consents shall be subject  
28 to County's right to give prior and continuing approval of any and all subcontractor personnel providing  
29 services under such subcontract. Contractor shall assure that any subcontractor personnel not approved  
30 by County shall be immediately removed from the provision of any services under the particular  
31 subcontract or that other action is taken as requested by County. County shall not be liable or  
32 responsible in any way to Contractor, to any subcontractor, or to any officers, employees, or agents of  
33 Contractor or any subcontractor, for any liability, damages, costs or expenses arising from or related to  
34 County's exercise of such right.

35           G.     In the event that County consents to any subcontracting, such consent shall be subject to  
36 County's right to terminate, in whole or in part, any subcontract at any time upon written notice to  
37 Contractor when such action is deemed by County to be in its best interest. County shall not be liable or

1 responsible in any way to Contractor, to any subcontractor, or to any officers, employees, or agents of  
2 Contractor or any subcontractor, for any liability, damages, costs, or expenses arising from or related to  
3 County's exercise of such right.

4 H. In the event that County consents to any subcontracting, each and all of the provisions of  
5 this Agreement and any amendment thereto shall extend to, be binding upon, and inure to the benefit of, the  
6 successors or administrators of the respective parties.

7 I. In the event that County consents to any subcontracting, such consent shall apply to each  
8 particular subcontract only and shall not be, or be construed to be, a waiver of this Paragraph 30 or a blanket  
9 consent to any further subcontracting.

10 J. In the event that County consents to any subcontracting, Contractor shall be solely liable  
11 and responsible for any and all payments and/or other compensation to all subcontractors and their officers,  
12 employees, and agents. County shall have no liability or responsibility whatsoever for any payment and/or  
13 other compensation for any subcontractors or their officers, employees, and agents.

14 K. Contractor shall deliver to the Chief of DMH's Contracts Development and Administration  
15 Division a fully executed copy of each subcontract entered into by Contractor pursuant to this Paragraph 30,  
16 on or immediately after the effective date of the subcontract but in no event later than the date any services  
17 are performed under the subcontract.

18 L. In the event that County consents to any subcontracting, Contractor shall obtain and  
19 maintain on file an executed Contractor Non-Employee Acknowledgement And Confidentiality Agreement, in  
20 the form as contained in Attachment X - 3 of this Agreement, for each of the subcontractor's employees  
21 performing services under the subcontract. Such Acknowledgments shall be obtained and maintained on file  
22 and made available upon request on or immediately after the commencement date of the particular  
23 subcontract but in no event later than the date such employee first performs any services under the  
24 subcontract.

25 M. County shall have no liability or responsibility whatsoever for any payment or other  
26 compensation for any subcontractor or its officers, employees, and agents.

27 N. Director or the Director's designee is hereby authorized to act for and on behalf of County  
28 pursuant to this Paragraph 30, including, but not limited to, consenting to any subcontracting.

29 31. GOVERNING LAW, JURISDICTION AND VENUE: This Agreement shall be governed by, and  
30 construed in accordance with, the laws of the State of California. Contractor agrees and consents to the  
31 exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and  
32 further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of  
33 Los Angeles, California. Further, this Agreement shall be governed by, and construed in accordance with, all  
34 laws, regulations, and contractual obligations of County under agreement with the State.

35 32. COMPLIANCE WITH APPLICABLE LAW:

36 A. Contractor shall comply with all Federal, including, but not limited to, Title XIX of the Social

1 Security Act, State and local laws, ordinances, rules, regulations, manuals, guidelines, Americans with  
2 Disabilities Act (ADA) standards, and directives applicable to its performance hereunder. Further, all  
3 provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.

4 B. Contractor shall be governed by and comply with all contractual obligations of the DHCS'  
5 Mental Health Plan Agreement with the County.

6 C. Contractor shall indemnify and hold harmless County from and against any and all liability,  
7 damages, costs or expenses, including, but not limited to, defense costs and attorneys' fees, arising from or  
8 related to any violation on the part of Contractor, its officers, employees, or agents, of any such federal State  
9 or local laws, ordinances, rules, regulations, manual, guidelines, ADA standards, or directives.

10 D. Contractor shall maintain in effect an active compliance program in accordance with the  
11 recommendations set forth by the Department of Health and Human Services, Office of the Inspector  
12 General, Publication of the OIG Compliance Program Guide for Hospitals (1998), and Center for Medi-  
13 Care/Medicaid Services (CMS) guidelines for hospitals.

14 E. Duty to Notify: Contractor agrees to notify County of any and all legal complaints, citations,  
15 enforcement proceedings, administrative proceedings, judgments or litigation, known to Contractor, whether  
16 civil or criminal initiated against Contractor, its officers, employees, or agents which are likely to have a  
17 material effect on the organization's stewardship, financial position and/or ability to perform and deliver  
18 services under this contract.

19 33. THIRD PARTY BENEFICIARIES: Notwithstanding any other provision of this Agreement, the parties  
20 do not in any way intend that any person or entity shall acquire any rights as a third party beneficiary of this  
21 Agreement.

22 34. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATIONS: In  
23 addition to the requirements Subparagraph B (Licensure And Certification As Conditions Precedent To  
24 Contractor's Eligibility For Reimbursement) of Paragraph 6 (DESCRIPTION OF SERVICES), Contractor shall  
25 obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations,  
26 accreditations, and certifications as required by all Federal, State, and local laws, ordinances, rules,  
27 regulations, manuals, guidelines, and directives, which are applicable to Contractor's facility(ies) and services  
28 under this Agreement. Contractor shall further ensure that all of its officers, employees, and agents, who  
29 perform services hereunder, shall obtain and maintain in effect during the term of this Agreement all licenses,  
30 permits, registrations, accreditations, and certificates which are applicable to their performance hereunder. A  
31 copy of each such license, permit, registration, accreditation, and certificate as required by all applicable  
32 Federal, State, and local laws, ordinances, rules, regulations, manuals, guidelines and directives shall be  
33 provided, in duplicate, to DMH's Contracts Development and Administration Division

34 35. CHILD SUPPORT COMPLIANCE PROGRAM:

35 A. Contractor's Warranty of Adherence to County's Child Support Compliance Program:  
36 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit  
37 financially from County through a contract are in compliance with their court-ordered child, family, and

1 spousal support obligations in order to mitigate the economic burden otherwise imposed upon County  
2 and its taxpayers.

3 As required by County's Child Support Compliance Program (County Code Chapter  
4 2.200) and without limiting Contractor's duty under this Agreement to comply with all applicable provisions  
5 of law, Contractor warrants that it is now in compliance and shall during the term of this Agreement  
6 maintain in compliance with employment and wage reporting requirements as required by the Federal  
7 Social Security Act (42 United States Code (USC) Section 653a) and California Unemployment Insurance  
8 Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholdings Orders or  
9 Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or  
10 Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

11 B. Termination for Breach of Warranty to Maintain Compliance with County's Child Support  
12 Compliance Program: Failure of Contractor to maintain compliance with the requirements set forth in  
13 Subparagraph A (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall  
14 constitute default under this Agreement. Without limiting the rights and remedies available to County under  
15 any other provision of this Agreement, failure of Contractor to cure such default within 90 calendar days of  
16 written notice shall be grounds upon which County may terminate this Agreement pursuant to Paragraph 37  
17 (TERMINATION FOR DEFAULT) and pursue debarment of Contractor, pursuant to County Code Chapter  
18 2.202.

19 36. TERMINATION FOR INSOLVENCY:

20 A. County may terminate this Agreement immediately in the event of the occurrence of any of  
21 the following:

22 (1) Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has  
23 ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as  
24 they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and  
25 whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code.

26 (2) The filing of a voluntary or involuntary petition regarding Contractor under the  
27 Federal Bankruptcy Code.

28 (3) The appointment of a Receiver or Trustee for Contractor.

29 (4) The execution by Contractor of a general assignment for the benefit of creditors.

30 B. The rights and remedies of County provided in this Paragraph 36 shall not be exclusive and  
31 are in addition to any other rights and remedies provided by law or under this Agreement.

32 37. TERMINATION FOR DEFAULT:

33 A. County may, by written notice of default to Contractor, terminate this Agreement immediately  
34 in any one of the following circumstances:

35 (1) If, as determined in the sole judgment of County, Contractor fails to perform any  
36 services within the times specified in this Agreement or any extension thereof as County may authorize in  
37 writing; or



1 (2) If, as determined in the sole judgment of County, Contractor fails to perform  
2 and/or comply with any of the other provisions of this Agreement or so fails to make progress as to  
3 endanger performance of this Agreement in accordance with its terms, and in either of these two  
4 circumstances, does not cure such failure within a period of five days (or such longer period as County  
5 may authorize in writing) after receipt of notice from County specifying such failure.

6 B. In the event that County terminates this Agreement as provided in Subparagraph A,  
7 County may procure, upon such terms and in such manner as County may deem appropriate, services  
8 similar to those so terminated, and Contractor shall be liable to County for any reasonable excess costs  
9 incurred by County, as determined by County, for such similar services.

10 C. The rights and remedies of County provided in this Paragraph 37 shall not be exclusive  
11 and are in addition to any other rights and remedies provided by law or under this Agreement.

12 38. TERMINATION FOR IMPROPER CONSIDERATION: County may, by written notice to Contractor,  
13 immediately terminate the right of Contractor to proceed under this Agreement if it is found that consideration,  
14 in any form, was offered or given by Contractor, either directly or through an intermediary, to any County  
15 officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with  
16 respect to the award, amendment or extension of the Agreement or the making of any determinations with  
17 respect to the Contractor's performance pursuant to the Agreement. In the event of such termination, County  
18 shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by  
19 the Contractor.

20 Contractor shall immediately report any attempt by a County officer or employee to solicit such  
21 improper consideration. The report shall be made either to the County manager charged with the supervision  
22 of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

23 Among other items, such improper consideration may take the form of cash, discounts, and service,  
24 the provision of travel or entertainment, or tangible gifts.

25 39. SEVERABILITY: If any provision of this Agreement or the application thereof to any person or  
26 circumstance is held invalid, the remainder of this Agreement and the application of such provision to other  
27 persons or circumstances shall not be affected thereby.

28 40. CAPTIONS AND PARAGRAPH HEADINGS: Captions and paragraph headings used in this  
29 Agreement are for convenience only and are not a part of this Agreement and shall not be used in construing  
30 this Agreement.

31 41. ALTERATION OF TERMS: No addition to, or alteration of, the terms of the body of this Agreement  
32 or Statement of Work, Service Exhibit(s) hereto, whether by written or oral understanding of the parties, their  
33 officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to  
34 this Agreement which is formally approved and executed by the parties in the same manner as this  
35 Agreement.

36 The County's Board of Supervisors or Chief Administrative Officer or designee may require the  
37 addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement.

1 The County reserves the right to add and/or change such provisions as required by the County's Board of  
2 Supervisors or Chief Administrative Officer. To implement such orders, an Amendment to the Agreement  
3 shall be prepared and executed by the Contractor and by the Director of Mental Health.

4 42. ENTIRE AGREEMENT: The body of this Agreement; all attachments, Service Exhibit(s) A, contract  
5 package, Provider Manual, Provider Alerts, and other policies and procedures, attached hereto and  
6 incorporated herein by reference; for this Agreement, as approved in writing by Director or the Director's  
7 designee, including any addenda thereto as approved in writing by Director or the Director's designee, which  
8 are hereby incorporated herein by reference but not attached; shall constitute the complete and exclusive  
9 statement of understanding between the parties which supersedes all previous agreements, written or oral,  
10 and all other communications between the parties relating to the subject matter of this Agreement. In the  
11 event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, or form, or  
12 the contents or description of any service or other work, or otherwise, between the body of this Agreement  
13 and the other referenced documents, or between such other documents, such conflict or inconsistency shall  
14 be resolved by giving precedence first to the body of this Agreement and its definitions and then to such other  
15 documents according to the following priority:

- 16 1. Service Exhibit(s) A and B
- 17 2. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X and XI
- 18 3. Contract Package
- 19 4. Local Mental Health Plan (LMHP) Provider Manual and Provider Alerts
- 20 5. Other LMHP Policies and Procedures

21 43. WAIVER: No waiver by County of any breach of any provision of this Agreement shall constitute a  
22 waiver of any other breach of such provision. Failure of County to enforce at any time, or from time to time,  
23 any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth  
24 in this Paragraph 43 shall not be exclusive and are in addition to any other rights and remedies provided by  
25 law or under this Agreement.

26 44. BENEFICIARY ELIGIBILITY: This Agreement is not intended to change the determination of Medi-  
27 Cal eligibility for any Beneficiary in any way. However, in the event that the California Legislature or United  
28 States Congress enacts a statute which redefines Medi-Cal eligibility so as to affect the provision of  
29 Psychiatric Inpatient Hospital Services under this Agreement, then the new definition shall apply to this  
30 Agreement.

31 45. EMPLOYMENT ELIGIBILITY VERIFICATION: Contractor warrants that it fully complies with all  
32 Federal statutes and regulations regarding employment of aliens and others and that all its employees  
33 performing services hereunder meet the citizenship or alien status requirements set forth in federal statutes  
34 and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all  
35 verification and other documentation of employment eligibility status required by Federal statutes and  
36 regulations as they currently exist and as they may be hereafter amended. Contractor shall retain all such  
37 documentation for the period prescribed by law. Contractor shall indemnify, defend, and hold harmless

1 County, its officers and employees from and against any employer sanctions and any other liability which  
2 may be assessed against Contractor or County in connection with any alleged violation of any federal  
3 statutes or regulations pertaining to the eligibility for employment of persons performing services under this  
4 Agreement.

5 46. PUBLIC ANNOUNCEMENTS AND LITERATURE: In public announcements and literature  
6 distributed by Contractor for the purpose of apprising patients/clients and the general public of the nature of  
7 its Psychiatric Inpatient Hospital Services, Contractor shall clearly indicate that the services which it provides  
8 under this Agreement are provided under authorization of the County of Los Angeles.

9 47. AUTHORIZATION WARRANTY: Contractor represents and warrants that the person executing this  
10 Agreement for Contractor is an authorized agent who has actual authority to bind Contractor to each and  
11 every term, condition, and obligation of this Agreement and that all requirements of Contractor have been  
12 fulfilled to provide such actual authority.

13 48. RESTRICTIONS ON LOBBYING: If any federal funds are to be used to pay for any of Contractor's  
14 services under this Agreement, Contractor shall fully comply with all certification and disclosure requirements  
15 prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any  
16 implementing regulations, and shall ensure that each of its subcontractors receiving funds under this  
17 Agreement also fully complies with all such certification and disclosure requirements.

18 49. CERTIFICATION OF DRUG-FREE WORK PLACE: Contractor certifies and agrees that Contractor  
19 and its employees shall comply with DMH's policy of maintaining a drug-free work place. Contractor and its  
20 employees shall not manufacture, distribute, dispense, possess, or use any controlled substances as defined  
21 in 21 United States Code Section 812, including, but not limited to, marijuana, heroin, cocaine, and  
22 amphetamines, at any of Contractor's facilities or work sites or County's facilities or work sites. If Contractor  
23 or any of its employees is convicted of or pleads nolo contendere to any criminal drug statute violation  
24 occurring at any such facility or work site, then Contractor, within five (5) days thereafter, shall notify Director  
25 in writing.

26 50. COUNTY LOBBYISTS: Contractor and each County lobbyist or County lobbying firm as defined in  
27 Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with the County  
28 Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any  
29 County lobbyist firm retained by Contractor to fully comply with the County Lobbyist Ordinance shall  
30 constitute a material breach of this Agreement upon which County may immediately terminate or suspend  
31 this Agreement.

32 51. MAINTENANCE STANDARDS FOR SERVICE DELIVERY SITES: Contractor shall assure that all  
33 locations where services are provided under this Agreement are operated at all times in accordance with all  
34 County community standards with regard to property maintenance and repair, graffiti abatement, refuse  
35 removal, fire safety, landscaping, and in full compliance with all applicable local laws, ordinances, and  
36 regulations relating to the property. County's periodic monitoring visits to Contractors' facility(ies) shall  
37 include a review of compliance with this Paragraph 51.

1 52. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT: Contractor  
2 shall notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal  
3 income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal  
4 Revenue Service Notice 1015.

5 53. USE OF RECYCLED-CONTENT PAPER PRODUCTS: Consistent with the Board of Supervisors'  
6 policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use  
7 recycled-content paper to the maximum extent possible on the Project.

8 54. CONTRACTOR RESPONSIBILITY AND DEBARMENT: The following requirements set forth in the  
9 County's Non-Responsibility and Debarment Ordinance (Title 2, Chapter 2.202 of the County Code) are  
10 effective for this Agreement, except to the extent applicable State and/or federal laws are inconsistent with  
11 the terms of the Ordinance.

12 A. A responsible Contractor is a Contractor who has demonstrated the attribute of  
13 trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is  
14 the County's policy to conduct business only with responsible contractors.

15 B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County  
16 Code, if the County acquires information concerning the performance of the Contractor on this or other  
17 Agreements which indicates that the Contractor is not responsible, the County, may, in addition to other  
18 remedies provided in the Agreement, debar the Contractor from bidding or proposing on, or being awarded,  
19 and/or performing work on County Agreements for a specified period of time which generally will not exceed  
20 five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any  
21 or all existing Agreements the Contractor may have with the County.

22 C. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that  
23 the Contractor has done any of the following: (1) violated a term of an Agreement with the County or a  
24 nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on  
25 the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a  
26 nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on  
27 same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4)  
28 made or submitted a false claim against the County or any other public entity.

29 D. If there is evidence that the Contractor may be subject to debarment, the Department will  
30 notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise  
31 the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

32 E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed  
33 debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity  
34 to submit evidence at the hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative  
35 proposed decision, which shall contain a recommendation regarding whether the Contractor should be  
36 debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department  
37 shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the

1 Board of Supervisors.

2 F. After consideration of any objections, or if no objections are submitted, a record of the  
3 hearing, the proposed decision any other recommendation of the Contractor Hearing Board shall be  
4 presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or  
5 adopt the proposed decision and recommendation of the Hearing Board.

6 G. If a Contractor has been debarred for a period longer than five (5) years, that Contractor  
7 may , after the debarment has been in effect for at least five (5) years, submit a written request for review of  
8 the debarment determination to reduce the period of debarment or terminate the debarment. The County  
9 may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor  
10 has adequately demonstrated one or more of the following (1) elimination of the grounds for which the  
11 debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence  
12 discovered after debarment was imposed; (4) any other reason that is in the best interests of County.

13 H. The Contractor Hearing Board will consider a request for review of a debarment  
14 determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the  
15 debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of  
16 the grounds for reduction of the debarment period or termination of the debarment, and includes supporting  
17 documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of  
18 the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where  
19 evidence on the proposed reduction of debarment period or termination of debarment is presented. This  
20 hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to  
21 the same procedures as for a debarment hearing.

22 I. The Contractor Hearing Board's proposed decision shall contain a recommendation on the  
23 request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall  
24 present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors  
25 shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor  
26 Hearing Board.

27 J. These terms shall also apply to subcontractors of County Contractors.

28 55. CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED PROGRAM:  
29 Contractor hereby warrants that neither it nor any of its staff members is restricted, excluded or suspended  
30 from providing services under any health care program funded by the federal government, directly or  
31 indirectly, in whole or in part, and that Contractor will notify Director within 30 calendar days in writing of: (1)  
32 any event that would require Contractor or a staff member's mandatory exclusion or suspension from  
33 participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken  
34 by any agency of the federal or State governments against Contractor or one or more staff members barring  
35 it or the staff members from participation in a Federally funded health care program, whether such bar is  
36 direct or indirect, or whether such bar is in whole or in part. This warranty and notice requirements apply  
37 equally to suspensions from the Medi-Cal program as well as any other Federally funded health care

1 programs including but not limited to Medicare and.

2 There are a variety of different reasons why an individual or entity may be excluded from participating in a  
3 federally funded health care program. Sometimes, the exclusion is mandatory and in other cases the Office  
4 of Inspector General (OIG), and State officials have the discretion not to exclude.

5 The mandatory bases for federal exclusion include: (1) felony convictions for program related crimes,  
6 including fraud or false claims, or for offenses related to the dispensing or use of controlled substances, or (2)  
7 convictions related to patient abuse.

8 Permissive exclusions may be based on: (1) conviction of a misdemeanor related to fraud or financial  
9 misconduct involving a government program; (2) obstructing an investigation; (3) failing to provide access to  
10 documents or premises as required by federal health care program officials; (4) conviction of a misdemeanor  
11 related to controlled substances; (5) failing to disclose information about the entity itself, its subcontractors or  
12 its significant business transactions; (6) loss of a State license to practice a health care profession; (7) default  
13 on a student loan given in connection with education in a health profession; (8) charging excessive amounts  
14 to a Federally funded health care program or furnishing services of poor quality or which are substantially in  
15 excess of the needs of the patients; (9) paying a kickback or submitting a false or fraudulent claim. Persons  
16 controlling or managing excluded entities who knew of the conduct leading to the exclusion can themselves  
17 be excluded, and entities which are owned and controlled by excluded individuals can also be excluded.

18 Mandatory exclusions under State law from Medi-Cal are similar but also include convictions of a  
19 misdemeanor for fraud or abuse involving the Medi-Cal program or a Medi-Cal beneficiary.

20 Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer  
21 arising from any federal or State exclusion or suspension of Contractor or its staff members from such  
22 participation in a federally funded health care program. Contractor shall provide the certification set forth in  
23 Attachment VI as part of its obligation under this Paragraph 55.

24 Failure by Contractor to meet the requirements of this Paragraph 55 shall constitute a material breach of  
25 Agreement upon which County may immediately terminate or suspend this Agreement.

26 56. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT:

27 A. The parties acknowledge the existence of the Health Insurance Portability and Accountability  
28 Act of 1996, its implementing regulations ('HIPAA') and subtitle D, Privacy, of the Health Information  
29 Technology for Economic and Clinical Health Act (HITECH). Contractor understands and agrees that it is a  
30 'Covered Entity' under HIPAA and, as such, has obligations with respect to the confidentiality, privacy, and  
31 security of patients' medical information, and must take certain steps to preserve the confidentiality of this  
32 information, both internally and externally, including the training of staff and the establishment of proper  
33 procedures for the release of such information, including the use of appropriate consents and authorizations  
34 specified under HIPAA.

35 B. The parties acknowledge their separate and independent obligations with respect to HIPAA  
36 and HITECH, and that such obligations relate to *transactions and code sets, privacy, and security*.  
37 Contractor understands and agrees that it is separately and independently responsible for compliance with

1 HIPAA and HITECH in all these areas and that County has not undertaken any responsibility for compliance  
2 on Contractor's behalf. Contractor has not relied, and will not in any way rely, on County for legal advice or  
3 other representations with respect to Contractor's obligations under HIPAA or HITECH, but will independently  
4 seek its own counsel and take the necessary measures to comply with the law and its implementing  
5 regulations.

6 C. Contractor and County understand and agree that each is independently responsible for  
7 HIPAA and HITECH compliance and agree to take all necessary and reasonable actions to comply with the  
8 requirements of HIPAA law and implementing regulations related to Transactions and Code Sets, Privacy,  
9 and Security. Each party further agrees to indemnify and hold harmless the other party (including their  
10 officers, employees, and agents), for its failure to comply with HIPAA or HITECH.

11 D. Contractor and County understand and agree that HIPAA has imposed additional  
12 requirements in regards to changes in DMH's County's information system.

13 (1) County has a Guide to Procedure Codes available at  
14 <http://lacdmh.lacounty.gov/hipaa/index.html> which includes a "crosswalk" of DMH activity codes to Current  
15 Procedural Terminology (CPT) and Health Care Procedure Coding System (HCPCS) codes.

16 (2) County has an electronic Data Interchange (EDI) Agreement forms available at  
17 [http://lacdmh.lacounty.gov/hipaa/ffs\\_EDI\\_Forms.htm](http://lacdmh.lacounty.gov/hipaa/ffs_EDI_Forms.htm) and  
18 [http://lacdmh.lacounty.gov/hipaa/ffs\\_IBHIS\\_EDI\\_Certification.htm](http://lacdmh.lacounty.gov/hipaa/ffs_IBHIS_EDI_Certification.htm) which includes information about the  
19 applicable HIPAA transactions that can be processed in the County's Integrated System (IS) and the  
20 Integrated Behavioral Health Information System (IBHIS) respectively.

21 (3) Contractor acknowledges that County is transitioning from the IS to IBHIS in which  
22 clinical, demographic, administrative, financial, claims, outcomes, and other information will be exchanged  
23 between DMH and contract providers exclusively through the use of EDI transactions.

24 (4) As County defines standard formats for each EDI transaction and determines the  
25 method by which each transaction is to be exchanged between Contractor and County, County shall notify  
26 Contractor of the effective date(s) by which Contractor shall be required to implement each newly defined EDI  
27 transaction through County's release of revised Companion Guides no less than 180 days prior to the  
28 effective date(s) upon which each newly defined EDI transaction is required, unless earlier effective date(s)  
29 are imposed by law or regulation.

30 (5) Contractor acknowledges that County may modify EDI transactions as needed.  
31 County shall notify Contractor of the effective dates(s) by which Contractor shall be required to comply with

1 each modified EDI transaction in accordance with County's revised EDI transaction requirements through  
2 County's release of revised Companion Guides no less than 90 days prior to the effective date(s) of each  
3 modified EDI transaction.

4 (6) Contractor agrees to comply with the exchange of all EDI transactions specified by  
5 County and the method by which these transactions are to be exchanged between Contractor and County as  
6 of the effective date(s) specified by County.

7 (7) County has Trading Partner Agent Authorization Agreements available at  
8 [http://lacdmh.lacounty.gov/hipaa/ffs\\_EDI\\_Forms.htm](http://lacdmh.lacounty.gov/hipaa/ffs_EDI_Forms.htm) and  
9 [http://lacdmh.lacounty.gov/hipaa/ffs\\_IBHIS\\_EDI\\_Certification.htm](http://lacdmh.lacounty.gov/hipaa/ffs_IBHIS_EDI_Certification.htm) which includes the Contractor's  
10 authorization to its Agent(s) to submit HIPAA-compliant transactions on behalf of Contractor to the IS and  
11 IBHIS respectively.

12 E. Contractor understands that County operates an informational website  
13 <http://dmh.lacounty.gov/wps/portal/dmh> related to the services under this Agreement and the parties' HIPAA  
14 obligations, and agrees to undertake reasonable efforts to utilize said website to obtain updates, other  
15 information, and forms to assist Contractor in its performance.

16 F. Contractor understands and agrees that if it uses the services of an Agent in any capacity in  
17 order to receive, transmit, store or otherwise process Data or Data Transmissions or perform related  
18 activities, the Contractor shall be fully liable to DMH or for any acts, failures or omissions of the Agent in  
19 providing said services as though they were the Contractor's own acts, failures, or omissions.

20 G. Contractor further understands and agrees that the terms and conditions of the current  
21 Trading Partner Agreement (TPA) available at [http://lacdmh.lacounty.gov/hipaa/ffs\\_EDI\\_Forms.htm](http://lacdmh.lacounty.gov/hipaa/ffs_EDI_Forms.htm) and  
22 [http://lacdmh.lacounty.gov/hipaa/ffs\\_IBHIS\\_EDI\\_Certification.htm](http://lacdmh.lacounty.gov/hipaa/ffs_IBHIS_EDI_Certification.htm) shall apply to this Agreement and that said  
23 Terms and Conditions are incorporated by reference as though fully set forth herein.

24 57. TECHNOLOGY REQUIREMENTS:

25 A. Contractor shall acquire, manage, and maintain Contractor's own information technology  
26 and systems and/or services in order to meet all functional and EDI transaction requirements as specified  
27 by County.

28 B. Contractor shall ensure that all individuals using electronic methods to sign electronic  
29 health records in the performance of work specified under this Agreement complete an Electronic  
30 Signature Agreement annually.

31 (1) Contractor shall maintain a copy of each Electronic Signature Agreement and make them  
32 available for inspection by County upon request.



1 (2) Contractor shall submit to County a Legal Entity Electronic Signature Certification to  
2 certify compliance with this provision of this Agreement. Contractors who implement electronic methods  
3 to sign electronic health records subsequent to the execution of this Agreement shall submit to County a  
4 Legal Entity Electronic Signature Certification immediately upon implementation.

5 (3) County has a Legal Entity Electronic Signature Certification and a sample Electronic  
6 Signature Agreement available at [http://lacdmh.lacounty.gov/hipaa/ffs\\_IBHIS\\_EDI\\_Forms.htm](http://lacdmh.lacounty.gov/hipaa/ffs_IBHIS_EDI_Forms.htm)

7 58. COMPLIANCE WITH JURY SERVICE PROGRAM:

8 A. Jury Service Program: This Agreement is subject to the provisions of the County's  
9 ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections  
10 2.203.010 through 2.203.090 of the Los Angeles County Code.

11 B. Written Employee Jury Service Policy:

12 (1) Unless Contractor has demonstrated to the County's satisfaction either that  
13 Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County  
14 Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the  
15 County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall  
16 receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury  
17 service. The policy may provide that Employees deposit any fees received for such jury service with the  
18 Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

19 (2) For purposes of this Section, "Contractor" means a person, partnership, corporation  
20 or other entity which has an Agreement with the County or a subcontract with a County Contractor and has  
21 received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more  
22 County Agreements or subcontracts. "Employee" means any California resident who is a full-time employee  
23 of Contractor. "Full-time" means 40 hours or more worked per week or a lesser number of hours if: 1) the  
24 lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-  
25 standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-  
26 term, temporary services of 90 days or less within a 12-month period are not considered full-time for  
27 purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the  
28 County under the Agreement, the subcontractor shall also be subject to the provisions of this Section. The  
29 provisions of this Section shall be inserted into any such subcontract Agreement and a copy of the Jury  
30 Service Program shall be attached to the Agreement.

31 (3) If Contractor is not required to comply with the Jury Service Program when the  
32 Agreement commences, Contractor shall have a continuing obligation to review the applicability of its  
33 "exception status" from the Jury Service Program, and Contractor shall immediately notify County if  
34 Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if  
35 Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately  
36 implement a written policy consistent with the Jury Service Program. The County may also require, at any  
37 time during the Agreement and at its sole discretion, that Contractor demonstrate to the County's satisfaction

1 that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor"  
2 and/or that Contractor continues to qualify for an exception to the Program.

3 (4) Contractor's violation of this section of the Agreement may constitute a material  
4 breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate  
5 the Agreement and/or bar Contractor from the award of future County Agreements for a period of time  
6 consistent with the seriousness of the breach."

7 59. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW: The  
8 Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and  
9 provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los  
10 Angeles County, and where and how to safely surrender a baby.

11 The fact sheet is set forth in Attachment IV of this Agreement and is also available on the Internet at  
12 [www.babysafela.org](http://www.babysafela.org) for printing purposes.

13 60. CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY  
14 SURRENDERED BABY LAW: The Contractor acknowledges that the County places a high priority on the  
15 implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's  
16 policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law"  
17 poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its  
18 subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business.  
19 The County's Department of Children and Family Services will supply the Contractor with the poster to be  
20 used.

21 61. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
22 EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76): The Contractor hereby  
23 acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are  
24 suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or  
25 excluded from securing Federally funded contracts. By executing this Agreement, Contractor certifies that  
26 neither it nor any of its owners, officers, partners, directors or other principals is currently suspended,  
27 debarred, ineligible, or excluded from securing federally funded contracts. Further by executing this  
28 Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owner,  
29 officer, partner, director or other principal of any subcontractor is currently suspended, debarred, ineligible, or  
30 excluded from securing federally funded contracts. Contractor shall immediately notify County in writing,  
31 during the term of this Agreement, should it or any of its subcontractors or any principals of either be  
32 suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor  
33 to comply with this provision shall constitute a material breach of this Agreement upon which the County may  
34 immediately terminate or suspend this Agreement.

35 62. CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE: The Supervision of Trustees and  
36 Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The  
37 Nonprofit Integrity Act of 2004: (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By

1 requiring Contractors to complete the certification in Attachment V, (CHARITABLE CONTRIBUTIONS  
 2 CERTIFICATION) the County seeks to ensure that all County contractors which receive or raise charitable  
 3 contributions comply with law in order to protect the Country and its taxpayers. A Contractor which receives  
 4 or raises charitable contributions without complying with its obligations under California law commits a  
 5 material breach subjecting it to either agreement termination or debarment proceedings or both. (County  
 6 Code Chapter 2.202)

7 63 LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM: This Agreement is subject  
 8 to all provisions of the County's ordinance entitled Local Business Enterprise Preference Program as codified  
 9 in Chapter 2.204 of the Los Angeles County Code. Specifically, Contractor shall pay particular attention to  
 10 the following provisions in Chapter 2.204:

11 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or  
 12 retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a  
 13 Local Small Business Enterprise.

14 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether  
 15 by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the  
 16 certification or denial of certification of any entity as a Local Small Business Enterprise.

17 If Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished  
 18 incorrect information or by reason of having withheld information, and which knew, or should have known, the  
 19 information furnished was incorrect or the information withheld was relevant to its request for certification, and  
 20 which by reason of such certification has been awarded this agreement to which it would not otherwise have  
 21 been entitled, then Contractor shall:

22 1. Pay to the County any difference between the Contract amount and what the County's costs  
 23 would have been if the contract had been properly awarded;

24 2. Be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the  
 25 contract, in addition to the amount described in subdivision (1); and

26 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code  
 27 (Determinations of Contactor Non-responsibility and Contractor Debarment).

28 The above penalties shall also apply to any Contractor that has previously obtained proper certification,  
 29 however, as a result of a change in their status would no longer be eligible for certification, and fails to notify  
 30 the State and the Internal Services Department of this information prior to responding to a solicitation or  
 31 accepting a contract agreement award.

32 64. FORCE MAJEURE:

33 A. Neither party shall be liable for such party's failure to perform its obligations under and in  
 34 accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions,  
 35 other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's  
 36 subcontractors), freight embargoes, or other similar events to those described above, but in every such case

1 the failure to perform must be totally beyond the control and without any fault or negligence of such party  
2 (such events are referred to in this sub-paragraph as “force majeure events”).

3 C. In the event Contractor’s failure to perform arises out of force majeure event,  
4 Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other  
5 sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force  
6 majeure event.

7 65. CONTRACTOR’S WARRANTY OF COMPLIANCE WITH COUNTY’S DEFAULTED PROPERTY  
8 TAX REDUCTION PROGRAM: Contractor acknowledges that County has established a goal of ensuring  
9 that all individuals and businesses that benefit financially from County through agreement are current in  
10 paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden  
11 otherwise imposed upon County and its taxpayers. Unless Contractor qualifies for an exemption or  
12 exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and  
13 during the term of this agreement will maintain compliance, with Los Angeles County Code Chapter 2.206.

14 66. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY’S  
15 DEFAULTED PROPERTY TAX REDUCTION PROGRAM: Failure of Contractor to maintain compliance  
16 with the requirements set forth in Paragraph 65 (CONTRACTOR’S WARRANTY OF COMPLIANCE WITH  
17 COUNTY’S DEFAULTED PROPERTY TAX REDUCTION PROGRAM) shall constitute default under this  
18 agreement. Without limiting the rights and remedies available to County under any other provision of this  
19 agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which  
20 County may terminate this agreement and/or pursue debarment of Contractor, pursuant to County Code  
21 Chapter 2.206.

22 67. PUBLIC RECORDS ACT:

23 A. Any documents submitted by the Contractor; all information obtained in connection with the  
24 County’s right to audit and inspect the Contractor’s documents, books, and accounting records pursuant to  
25 Paragraph 14 - Record and Audits of this Agreement; as well as those documents which were required to  
26 be submitted in response to any solicitation conducted by the County for any services and/or programs for  
27 this Agreement, become the exclusive property of the County. All such documents become a matter of  
28 public record and shall be regarded as public records. Exceptions will be those elements in the California  
29 Government Code Section 6250 et seq. (Public Records Act) and which are marked “trade secret”,  
30 “confidential”, or “proprietary”. The County shall not in any way be liable or responsible for the disclosure of  
31 any such records including, without limitation, those so marked, if disclosure is required by law, or by an  
32 order issued by a court of competent jurisdiction.

33 (1) County shall notify Contractor upon receipt of a request for such marked  
34 documents.

35 B. In the event the County is required to defend an action on a Public Records Act request,  
36 following notification to Contractor, for any of the aforementioned documents, information, books, records,  
37 and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to

1 defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in  
2 action or liability arising under the Public Records Act.

3 68. SECURITY AND BACKGROUND INVESTIGATION:

4 A. All Contractor staff performing services under this Agreement who are in a designated  
5 sensitive position, as determined by County in County's sole discretion, shall undergo and pass a  
6 background investigation to the satisfaction of County as a condition of beginning and continuing to perform  
7 services under this Agreement. Such background investigation must be obtained through fingerprints  
8 submitted to the California Department of Justice to include State, local, and Federal-level review, which  
9 may include, but shall not be limited to, criminal conviction information. The fees associated with the  
10 background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's  
11 staff passes or fails the background investigation.

12 B. If a member of Contractor's staff does not pass the background investigation, County may  
13 request that the member of Contractor's staff be immediately removed from performing services under the  
14 Agreement at any time during the term of the Agreement. County will not provide to Contractor or to  
15 Contractor's staff any information obtained through the County's background investigation.

16 C. County, in its sole discretion, may immediately deny or terminate facility access to any  
17 member of Contractor's staff that does not pass such investigation to the satisfaction of the County or  
18 whose background or conduct is incompatible with County facility access.

19 D. Disqualification of any member of Contractor's staff pursuant to this Paragraph 67 shall not  
20 relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this  
21 Agreement.

22 69. AIR OR WATER POLLUTION REQUIREMENTS: Unless specifically exempted under federal law,  
23 any federally funded Legal Entity Agreement and/or any subcontracts in excess of \$100,000 must comply  
24 with the following provisions:

25 A. Contractor agrees to comply with all applicable standards, orders, or requirements issued  
26 under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C.  
27 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Chapter 1).

28 B. Institutions of higher education, hospitals, nonprofit organizations and commercial  
29 businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean  
30 Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251  
31 et seq.), as amended.

32 70. TIME OFF FOR VOTING: The Contractor shall notify its employees, and shall require each  
33 subcontractor to notify and provide to its employees, information regarding the time off for voting law  
34 (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor  
35 and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where  
36 it can be seen as employees come or go to their place of work, a notice setting forth the provisions of  
37 Section 14000.

1 71. NOTICES: All notices or demands required or permitted to be given under this Agreement shall be  
2 in writing and shall be hand delivered with signed receipt or mailed by first class, registered or certified mail,  
3 postage pre-paid, addressed to the parties at the following addresses and to the attention of the persons  
4 named. Director shall have the authority to execute all notices or demands which are required or permitted  
5 by County under this Agreement. Addresses and persons to be notified may be changed by either party by  
6 giving ten (10) days prior written notice thereof to the other party.

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For the County, please use the following contact information:

County of Los Angeles – Department of Mental Health  
Contracts Development and Administration Division  
550 South Vermont Avenue, 5<sup>th</sup> Floor  
Los Angeles, CA 90020  
Attention: Chief of Contracts

For the Contractor, please use the following contact information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1 IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this  
2 Agreement to be subscribed by County's Director of Mental Health or the Director's designee, and Contractor  
3 has caused this Agreement to be subscribed in its behalf by its duly authorized officer, the day, month, and  
4 year first above written.

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6  
7 COUNTY OF LOS ANGELES

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10 By \_\_\_\_\_  
11 MARVIN J. SOUTHARD D.S.W.  
12 Director of Mental Health  
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17 \_\_\_\_\_  
18 CONTRACTOR

19  
20 By \_\_\_\_\_

21  
22 Name \_\_\_\_\_

23  
24 Title \_\_\_\_\_  
25 (AFFIX CORPORATE SEAL HERE)  
26

27  
28 APPROVED AS TO FORM  
29 OFFICE OF THE COUNTY COUNSEL  
30

31  
32 APPROVED AS TO CONTRACT  
33 ADMINISTRATION:

34 DEPARTMENT OF MENTAL HEALTH

35  
36 By \_\_\_\_\_  
37 Chief, Contracts Development  
38 and Administration Division  
39



FEE-FOR-SERVICE MEDI-CAL  
ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES

**DEFINITIONS**

- A. "Acute Psychiatric Inpatient Hospital Services" means those services as described in Service Exhibit A (Acute Psychiatric Inpatient Hospital Services) See attachment II, Paragraph 16 (Program Elements for Acute Psychiatric Inpatient Hospital Services);
- B. "Administrative Day Services" means those services as described in Service Exhibit A (Acute Psychiatric Inpatient Hospital Services) See attachment II, Paragraph 17 (Program Elements for Administrative Day Services);
- C. "Beneficiary" means any patient/client who is certified as eligible for Medi-Cal pursuant to CCR Title 22, Section 51001, and may include any patient/client who is eligible for Medi-Cal and who is enrolled in a prepaid health plan or other fee for services psychiatric/inpatient hospital services health system which contracts with State approved local physical health care Medi-Cal Managed Care Plans pursuant to applicable law. Beneficiary shall also include any patient/client whose Medi-Cal eligibility was determined after the rendition of inpatient services. Any patient/client who is eligible for Medi-Cal, who is also eligible for Medicare hospital benefits under Title XVIII of the Social Security Act, 42 United States Code Section 1395 et seq., and who has not exhausted those benefits, shall not be considered a Beneficiary. Any patient/client receiving skilled nursing facility services or long-term care services shall not be considered a Beneficiary for the purpose of this contract/agreement;
- D. "CIOB" means Chief Information Office Bureau;
- E. "CCR" means the California Code of Regulations;  
"Contract Allowable Rate" ("CAR") means the gross rate of reimbursement for Contractor's delivery of a day of service of Acute Psychiatric Inpatient Hospital Services or Administrative Day Services, as set forth in Paragraph 6. (Financial Provisions) of this Agreement, and shall be the amount of reimbursement which is allowed under this Agreement for a delivery of a day of said services. The Contract Allowable Rates do not include the cost of physician services and psychologist services rendered to Beneficiaries or the cost of transportation services for providing Acute Psychiatric Inpatient Hospital Services or Administrative Day Services;
- F. "DHCS" means California Department of Health Care Services;
- G. "County's Claims Processing Information System" means the current system employed by the Department of Mental Health to submit and process claims;
- H. "Day(s)" means calendar day(s) unless otherwise specified;
- I. "Director" means County's Director of Mental Health or Director's authorized designee;
- J. "DMH" means County's Department of Mental Health;
- K. "EPSDT" means the Early and Periodic Screening, Diagnosis, and Treatment program, which is a

requirement of the Medicaid program to provide comprehensive health care. Such State funds are specifically designated for this program;

- L. "FFP" means Federal Financial Participation for Fee-For-Service Medi-Cal Services as authorized by Title XIX of the Social Security Act, 42 United States Code Section 1396 et. seq;
- M. "Fiscal Intermediary" means the person or entity which has contracted with State to perform fiscal intermediary services related to this Agreement;
- N. "Fiscal Year" means County's Fiscal Year which commences July 1 and ends the following June 30;
- O. "MHMIS" Means DMH'S Mental Health Management Information System which is the Legacy clinical information and billing system also referred to as the Data Collections and Billing System;
- P. "Title XIX" means Title XIX of the Social Security Act, 42 United States Code Section 1396 et seq.
- Q. "Provider Manual" means DMH's Provider Manual for Medi-Cal Fee-For-Service Inpatient Mental Health Services. The Provider Manual contains the formal requirements, policies and procedures governing FFS Medi-Cal Inpatient Hospital Services for the Local Mental Health Plan and is incorporated into this agreement by reference;
- R. "Psychiatric Inpatient Hospital Services" means the following mental health services when rendered to a Beneficiary in accordance with this Agreement: (1) Acute Psychiatric Inpatient Hospital Services; and (2) Administrative Day Services. Psychiatric Inpatient Hospital Services shall be provided in either a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital. Psychiatric Inpatient Hospital Services provided in an acute psychiatric hospital which is larger than sixteen beds shall be reimbursed only for Beneficiaries age 20 or younger or 65 and older;
- S. "State" means the State of California;
- T. "Title XIX" means Title XIX of the Social Security Act, 42 United States Code Section 1396 et seq.;
- V. "WIC" means the California Welfare and Institutions Code.

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SERVICE EXHIBIT A  
ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
(MODE OF SERVICE 05)

1. STATEMENT OF WORK:

The quality improvement efforts of the Medi-Cal system, as operated by the County of Los Angeles Department of Mental Health (DMH), designated by the California Department of Health Care Services (DHCS) as the Local Mental Health Plan (LMHP), includes ensuring comprehensive quality services for Medi-Cal plan beneficiaries. DMH agreements for Acute Inpatient Hospital Services, Administrative Day Services provided by Lanterman-Petris-Short (LPS) designated hospitals to detain, evaluate and provide treatment to patients pursuant to Welfare and Institutions Code (WIC) Section 5150.

The purpose of this agreement is to contract with qualified providers of Acute Psychiatric Inpatient Hospital Services, Administrative Day Services provided by hospitals with LPS designation to detain, evaluate and provide treatment to patients pursuant to Welfare and Institutions Code (WIC) Section 5150.

2. GENERAL: Psychiatric Inpatient Hospital Services include Acute Psychiatric Inpatient Hospital Services and Administrative Day Services. Each Contractor facility that renders Acute Psychiatric Inpatient Hospital Services shall: (1) be either a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital, (2) be secure, (3) meet all CCR Titles 9 and 22 staffing standards for inpatient services, (4) provide a twenty-four hour psychiatric treatment program and (5) be eligible, as determined by DMH, as a facility to detain and treat patients under WIC Section 5150.

LPS designation is authorized by state law through the Local Mental Health Director (Director). This designation allows facilities to evaluate and treat persons involuntarily detained under the Lanterman-Petris-Short (LPS) Act. This designation will be granted to those facilities, who fully comply with the criteria and process requirements set forth in the "County of Los Angeles Department of Mental Health LPS Designation Guidelines and Process for Facilities within County of Los Angeles", Third Edition effective September 2004 and subsequent informing material.

Acute Psychiatric Inpatient Hospital Services shall not include any services related to alcohol or substance abuse and these services shall not be reimbursable under this Agreement, except where the services related to alcohol or substance abuse are incidental to a primary diagnosis of mental illness. Where alcohol and substance abuse, and mental illness, are dually diagnosed, Acute Psychiatric Inpatient Hospital Services may be reimbursed under this Agreement only if the primary diagnosis is mental illness.

1 Notwithstanding any other provision of this Agreement, except as specifically approved in writing  
2 by the Director or his designee, Contractor shall assure that at no time: (1) shall any child or adolescent  
3 under the age of 18 years receive any Acute Psychiatric Inpatient Hospital Services in a ward or unit  
4 designated for adults receiving Acute Psychiatric Inpatient Hospital Services and (2) shall any adult  
5 receive any Acute Psychiatric Inpatient Hospital Services in a ward or unit designated for children or  
6 adolescents under the age of 18 years receiving Acute Psychiatric Inpatient Hospital Services.

7 Acute Psychiatric Inpatient Hospital Services are generally described in the CCR, Title 9, Chapter  
8 11, Section 1820.100 through 1820.225.

9 3. PERSONS TO BE SERVED:

10 A. Contractor shall provide Acute Psychiatric Inpatient Hospital Services to those  
11 Beneficiaries: (1) who are in need of Acute Psychiatric Inpatient Hospital Services, (2)  
12 who have the characteristics described in the Contract Package and any addenda  
13 thereto, as approved in writing by the Director, or his designee, (3) for whom provider has  
14 verified eligibility for Medi-Cal in accordance with CCR Title 22, and (4) who are referred  
15 to Contractor by practitioners in the community or admitted with the consent of the  
16 Director or his designee.

17 B. Contractor shall provide Administrative Day Services to those Beneficiaries: (1) who have  
18 been provided Acute Psychiatric Inpatient Hospital Services and are ready for non-acute  
19 psychiatric services, (2) who have the characteristics described in the Contract Package  
20 and any addenda thereto, as approved in writing by the Director or his designee, (3) for  
21 whom provider is responsible for verifying eligibility for Medi-Cal in accordance with CCR  
22 Title 22, and (4) who are referred to Contractor by practitioners in the community or  
23 admitted with the consent of the Director or his designee .

24 C. The duration of any Beneficiary's Acute Psychiatric Inpatient Hospital Services hereunder  
25 shall not exceed the lesser of: (1) those days necessary to ensure that the Beneficiary is  
26 not a danger to self or others or gravely disabled due to a mental disability or (2) those  
27 days when it is unsafe or inappropriate to treat the Beneficiary at a non-acute lower level  
28 of care, or (3) those days authorized by the Director or his designee. The duration of any  
29 Beneficiary's Administrative Day Services hereunder shall not exceed those days  
30 necessary to obtain placement options at appropriate residential treatment facilities.  
31 Contractor shall document placement contacts made at appropriate treatment facilities  
32 (see Medi-Cal Fee-for-Service Inpatient Hospital Provider Manual for more  
33 details)Beneficiary.

1 4. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):

2 In accordance with the Health Insurance Portability and Accountability Act (HIPAA), Contractor(s)  
3 shall have effective systems and procedures fully implemented to ensure the confidentiality, security,  
4 integrity, and accessibility of patient health information, including a plan for the storage and protection of  
5 filed medical records to protect against any/all unauthorized access, intrusion and damage.

6 5. PERSONNEL/STAFFING: The minimum ratio of full-time professional personnel/staff to resident  
7 patients shall at all times be in conformance with all relevant laws, regulations, rules and DMH policies  
8 and procedures.

9 In addition, the facility must determine staffing requirements based on assessment of patient  
10 needs, as per CCR, Title 22, Sections 71213 and 71215. Contractor(s) shall, upon request, make  
11 available for review to the Director or his designee documentation of the methodology used in making  
12 staffing determinations.

13 6. PSYCHIATRIC EMERGENCY RESPONSE: Contractors shall not maintain, utilize, or otherwise  
14 arrange for mobile 5150 assessment personnel or processes outside the confines of the Contractor's  
15 facility without the written consent of the Director, or his designee.

16 7. TEMPORARY ABSENCES OF BENEFICIARIES FROM CONTRACTOR'S FACILITY(IES):  
17 Contractor may not be reimbursed for temporary absences of Beneficiaries from Contractor's facility(ies)  
18 where: (1) the Beneficiaries are expected to return to Contractor's facility(ies) and (2) the temporary  
19 absences are therapeutically indicated and approved in writing by the Director or his designee.  
20 Reimbursement for temporary absences shall be claimed by Contractor at the DHCS established  
21 Administrative Day Rate.

22 The purpose and plan of each temporary absence, including, but not limited to, specified leave  
23 and return dates, shall be incorporated in progress notes in the Beneficiary's case record.

24 8. EMERGENCY MEDICAL TREATMENT: Beneficiaries who are provided services hereunder and  
25 who require emergency medical care for physical illness or accident shall be transported to an  
26 appropriate medical facility. The cost of such transportation as well as the cost of any emergency  
27 medical care shall not be a charge to, nor reimbursable under, this Agreement. Contractor shall establish  
28 and post written procedures describing appropriate action to be taken in the event of a medical  
29 emergency. Contractor shall also post and maintain a disaster and mass casualty plan of action in  
30 accordance with CCR Title 22, Section 80023. Such plan and procedures shall be submitted to the  
31 DMH's Disaster Coordinator, Emergency Outreach Bureau, at least ten days prior to the commencement  
32 of services under this Agreement.

33 9. NOTICE OF ACTION:

1           A. & B. Pursuant to the DHCS regulations, Contractor shall give a Beneficiary, and the  
2 individual(s) responsible for the Beneficiary, a written notice of action in a manner and form as required  
3 by DHCS, whenever reimbursement for an admission and/or services is denied, and/or whenever  
4 continued stay services are reduced or terminated while the Beneficiary remains in Contractor  
5 facility(ies). To confirm such notices have been provided to the Beneficiary and the individual(s)  
6 responsible for the Beneficiary, Contractor shall submit a copy of such notices to the DMH's Patients  
7 Rights Bureau no later than three (3) working days following notice to the Beneficiary of any denial of  
8 reimbursement, reduction or termination of services.

9       10. BENEFICIARY PROBLEM RESOLUTION PROCESSES: Contractor shall comply and cooperate  
10 with the procedures and requirements for Beneficiary problem resolution process as described in CCR,  
11 Title 9, Chapter 11, Section(s) 1850.205 through 1850.215.

12       11. NOTIFICATION OF DEATH: Contractor shall immediately notify the Agency of Primary  
13 Responsibility (APR) as identified in the Data Collections and Information System, upon becoming aware  
14 of the death of any Beneficiary provided services hereunder. Notice shall be made by Contractor  
15 immediately by telephone and in writing upon learning of such a death. The verbal and written notice  
16 shall include the name of the deceased, the deceased's Data Collections and Information System  
17 identification number, the date of death, a summary of the circumstances thereof, and the name(s) of all  
18 Contractor's staff with knowledge of the circumstances.

19       12. QUALITY ASSURANCE AND IMPROVEMENT: Contractor shall comply and cooperate with all  
20 applicable provisions of WIC, CCR, Code of Federal Regulations, DHCS policies and procedures, and  
21 DMH Quality Improvement and Quality Assurance policies and procedures, to establish and maintain a  
22 complete and integrated quality improvement system. Contractor shall comply and cooperate with  
23 LMHP's quality assurance efforts and specified procedures regarding hospitalization of Assertive  
24 Community Treatment (ACT) AB 2034 and Intensive Service Recipients (ISRs) (those clients with six (6)  
25 or more acute psychiatric hospitalizations in a twelve (12) month period) intended to ensure quality of  
26 care for plan beneficiaries. Specifically Contractor shall make every reasonable effort to contact the  
27 Agency of Primary Responsibility (APR) prior to admission but no later than 24 hours after admission to  
28 coordinate treatment and discharge planning. In conformance with these provisions, Contractor shall  
29 establish: (1) a utilization review process as described in CFR 42, Subpart D, Part 456; (2) an  
30 interdisciplinary peer review of the quality of Beneficiary care; and (3) monitoring of medication regimens  
31 of Beneficiaries. Medication monitoring shall be conducted in accordance with County policy. A copy of  
32 Contractor's quality improvement system plan shall be available to DMH for review and written approval  
33 prior to Contractor's submission of any claims for services hereunder.

1 13. BENEFICIARY EVALUATION OF CONTRACTOR'S SERVICES: Contractor shall provide a  
2 written questionnaire to certain Beneficiaries at the time of admission in accordance with DMH policies  
3 and procedures. The questionnaire shall be approved by State DHCS and offer the Beneficiary the  
4 opportunity to evaluate the care given. The questionnaire shall be collected at the time of discharge and  
5 maintained in Contractor's file for at least four years and shall be made available to authorized agents of  
6 County, State and/or Federal governments.

7 14. CONTRACTOR'S OBLIGATION TO ATTEND/PARTICIPATE IN MEETINGS: Contractor's  
8 appropriately qualified clinical staff shall regularly attend and participate in all discharge planning  
9 meetings/activities involving the Los Angeles County Departments of Children and Family Services, Mental  
10 Health, Probation and other meetings DMH determines relevant to the provision of services.

11 Contractor(s) staff, representing the facility and specifically the Acute Inpatient Psychiatric program,  
12 shall work collaboratively with Geographic/Service Area Managers to develop a partnership for the purpose of  
13 improving continuity and quality of care for Beneficiaries. Such collaboration shall include attendance at  
14 Service Area Impact Unit meetings and Service Area Quality Improvement Committee meetings.

15 Contractor shall provide weekly meetings for hospitalized Beneficiaries to discuss the treatment plan,  
16 interventions, progress toward goals, and suggested modifications of same. To ensure coordination of care,  
17 Contractor shall include the APR for intensive case management clients (e.g. ACT ISRs, and AB 2034) in  
18 weekly treatment planning meetings.

19 15. NOTIFICATION OF EVALUATION AND/OR ADMISSION:

20 Contractor(s) shall request information from, and must involve, mental health care entities  
21 providing services to the Beneficiary in order to support continuity of care.

22 If the Beneficiary is receiving care from DMH, Contractor's evaluating professional staff must first  
23 attempt to obtain information regarding treatment from the DMH designated APR as indicated in the DMH  
24 Data Collections and Information System, or from the Beneficiary, or significant other. If such information  
25 cannot be obtained from the Data Collections and Information System client identification screen,  
26 Beneficiary, or significant other, then the evaluating professional staff must contact 1-800-854-7771 to  
27 request information regarding the DMH designated APR.

28 Contractor shall notify and coordinate care with the APR regarding all Medi-Cal acute psychiatric  
29 inpatient admissions in conformance with DMH policies and procedures relative to admission, inpatient  
30 care planning, discharge and follow-up related to the status of the client as identified on the Data  
31 Collections and Information System Client Identification Screen. Failure to notify the APR may result in  
32 negative consequences. For clients identified as ISR, the Contractor shall participate in Service Area  
33 planning meetings (e.g. Impact Unit meetings) to coordinate and improve the coordination of care for this

1 population. If the Beneficiary has been pre-assigned to a specific hospital, contractor will transfer the  
2 Beneficiary as directed by the APR, unless transfer is deemed to seriously compromise the safety of  
3 Beneficiary or the community.

4 Contractor will notify Office of the Public Guardian of the admission of any Beneficiaries who are  
5 publicly conserved. In the event Beneficiaries are not publicly conserved, Contractor shall, as deemed  
6 necessary by the contractor, evaluate clients regarding their need for conservatorship and will be  
7 obligated to pursue conservatorship for qualifying individuals. Contractor shall notify Office of the Public  
8 Guardian in a timely manner of any Beneficiaries with a need to be conserved (e.g., on the 10<sup>th</sup> day of a  
9 14 day hold Contractor will have responsibility for transporting inpatients to and from conservatorship  
10 hearings).

11 16. PROGRAM ELEMENTS FOR ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES:

12 Contractor shall provide Acute Psychiatric Inpatient Hospital Services to Beneficiaries in accordance with  
13 Contractor's Contract Package and any addenda thereto, as approved in writing by the Director or his  
14 designee, for the term of this Agreement.

15 Acute Psychiatric Inpatient Hospital Services consist of twenty-four hours intensive service in a  
16 facility, which is a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed  
17 general acute care hospital, that provides psychiatric treatment with the specific intent to ameliorate the  
18 symptoms of danger to self, others, or the inability to provide for food, clothing and shelter due to a  
19 mental disability as determined by qualified mental health professional staff of the facility. Acute  
20 Psychiatric Inpatient Hospital Services shall include, but are not limited to:

- 21 A. Twenty-four (24) hour a day, seven day a week mental health admission, evaluation,  
22 referral, and treatment services, and all necessary mental health treatment and care  
23 required for the entire period the individual is in the facility (WIC 5152);
- 24 B. Services provided in conformance to all provisions in the Welfare and Institutions Code  
25 Division 5, and accompanying regulations, and Department policies regarding treatment,  
26 evaluations, patients' rights, and due process;
- 27 C. Safe and clean living environment with adequate lighting, clean toilet and bathing  
28 facilities, hot and cold water, toiletries, and a change of laundered bedding;
- 29 D. Three balanced and complete meals each day;
- 30 E. Twenty-four hour supervision of all Beneficiaries by properly trained personnel. Such  
31 supervision shall include, but is not limited to, personal assistance in such matters as  
32 eating, personal hygiene, dressing and undressing, and taking of prescribed medications;
- 33 F. Physical examination and medical history within twenty-four hours of admission;



- 1 G. Laboratory services when medically indicated;
- 2 H. X-Rays;
- 3 I. Electrocardiograms (EKG) and electroencephalograms (EEG);
- 4 J. Medication supervision and/or maintenance program;
- 5 K. Support to psychiatric treatment services, including, but not limited to, daily patient  
6 review;
- 7 L. Support to psychological services;
- 8 M. Social work services;
- 9 N. Nursing services;
- 10 O. Recreational therapy services;
- 11 P. Occupational therapy services;
- 12 Q. Electroconvulsive therapy services when appropriate in accordance with WIC Section  
13 5326.7 et seq.;
- 14 R. Ongoing self-monitoring and analysis of numbers of seclusion and restraint episodes  
15 involving the staff on the unit(s) so the staff are apprised of the results of the ongoing  
16 monitoring of Compliance with all Seclusion and Restraints statutes and regulations;
- 17 S. Recommendation for further treatment, conservatorship, or referral to other existing  
18 programs, as appropriate (i.e., day care, outpatient, etc.), relative to Beneficiary needs;  
19 (The form that will be used to convey this aftercare plan will be the DMH form titled,  
20 AFTERCARE/DISCHARGE PLAN AND RECOMMENDATIONS);
- 21 T. Honoring the preference of the Beneficiary and/or the parent of a minor, conservator, or  
22 legal guardian for the type and location of the desired treatment facility if administratively  
23 feasible and clinically appropriate;
- 24 U. Substantial consideration of the proximity of the designated facility to the patient's own  
25 community, family and support system. Alternatives to taking a patient to a more distant  
26 facility should be considered and documented on the off-site assessment form;
- 27 V. Contractor shall as required by the DHCS, provide upon admission the Therapeutic  
28 Behavioral Services (TBS) notice, and the general Early Periodic Screening Diagnosis  
29 and Treatment (EPDST) informational notice, both prepared by the SDMH pertaining to  
30 all children qualified as Medi-Cal beneficiaries under the age of 21, admitted with an  
31 emergency psychiatric condition to the Beneficiary's representative and/or adult  
32 responsible for the child at the same time such notices are provided to the child being  
33 treated by the Contractor and document in the patient record that these notifications have

1                   been made.

2           W.   Beneficiary Treatment Plan:

3           1)   Contractor shall include documentation of the Beneficiaries' participation in and  
4           agreement with their client plans. Documentation of participation in and agreement with  
5           the client plan may include, but is not limited to reference in the client plan to the  
6           Beneficiary's participation in and agreement with the client plan, the beneficiary's  
7           signature on the client plan, or a description in the medical record of the beneficiary's  
8           participation and agreement with the client plan.

9           2)   When the Beneficiary's signature or the signature of the Beneficiary's legal  
10           representative is required on the client plan and the Beneficiary refuses or is  
11           unavailable for signature, the client plan shall include a written explanation of the  
12           refusal or unavailability.

13           X   Aftercare/discharge plan and procedures:

14           1)   Contractor(s) shall ensure that Beneficiaries have a discharge plan. The DMH APR  
15           will participate in the development of the discharge plan. Reasonable efforts shall be  
16           made to ensure that all beneficiaries have appropriate housing or residence upon  
17           discharge. This plan will include a specific appointment or time at which Beneficiaries  
18           are expected to appear at an outpatient site. If the patient has a conservator, either a  
19           private conservator or the Public Guardian as temporary conservator or permanent  
20           conservator, the hospital must involve the conservator in the discharge process, give  
21           prior notice before discharge and obtain, or document efforts to obtain, the  
22           conservator's approval prior to discharge.

23           2)   Contractor shall maintain a comprehensive and current referral source list, including  
24           all relevant treatment resources in the Beneficiary's area.

25           3)   If the Beneficiary requires continuous care and treatment, Contractor(s) shall insure  
26           that, upon discharge, Beneficiaries receive appropriate referrals to community  
27           agencies and suitable placement, as evidenced by documentation in the Discharge  
28           and Aftercare Plan stipulating the following:

- 29
- 30                           a.)   Beneficiaries will only be placed in licensed facilities;
  - 31                           b.)   Contractor(s) shall implement and administer procedures for  
32                           ensuring that all referrals to community placements, for  
33                           continued care and treatment are to clean, safe and supervised

1 environments; and

2 c.) Contractor(s) serving older adults will adhere to the following  
3 recommendations developed by the DMH Office of the Medical  
4 Director: "Parameters for the Initial Psychiatric Assessment of  
5 Older Adults in Emergency Rooms and on Inpatient Units" and  
6 "Parameters for Discharge Planning for Older Adults.

7 Y. Subsequent to discharge of a Medi-Cal Beneficiary, submission of a formal written  
8 aftercare plan to the LMHP's system of care, appropriate area DMH program agency  
9 responsible for coordinating care for the Medi-Cal Beneficiary being discharged. A copy  
10 of the aftercare plan shall be attached to the Provider's completed Treatment  
11 Authorization Request (TAR) form which is submitted to the LMHP upon discharge of the  
12 Beneficiary from the Provider's facility.

13 Z. Submission of a formal written aftercare plan to the Director, or his designee, at the time  
14 of discharge of the Beneficiary.

15 AA. Maintenance of a daily attendance log and appropriate documentation of each day of  
16 service provided hereunder in accordance with State regulatory (Title 9, Chapter 11)  
17 medical necessity reimbursement requirements.

18 17. PROGRAM ELEMENTS FOR ADMINISTRATIVE DAY SERVICES: Contractor shall provide  
19 Administrative Day Services to Beneficiaries in accordance with Contractor's Contract Package and any  
20 addenda thereto, as approved in writing by the Director, for the term of this Agreement.

21 Administrative Day Services consist of twenty-four hour service for a room in a facility, which is a  
22 licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care  
23 hospital, with less than full psychiatric treatment being provided where the Beneficiary is ready for a lower  
24 level of psychiatric services. Administrative Day Services are the services necessary to provide room  
25 and board after all attempts at providing non-acute psychiatric services have been exhausted and shall  
26 apply to a Beneficiary awaiting placement to non-acute residential psychiatric treatment facilities. The  
27 facility shall implement and document an active placement effort or contacts on behalf of each Beneficiary  
28 with a minimum of five appropriate, non-acute residential treatment facilities per week. The requirement  
29 of five contacts per week may be waived if there are fewer than five appropriate, non-acute residential  
30 treatment facilities available as placement options for the Beneficiary until such time as the Beneficiary is  
31 successfully placed or no longer requires additional treatment. In no case shall there be less than one  
32 contact per week. Beneficiary

33 Administrative Day Services shall include, but are not limited to:

- 1 A. Safe and clean living environment with adequate lighting, toilet and bathing facilities, hot  
2 and cold water, toiletries, and a change of laundered bedding;
- 3 B. Three balanced and complete meals each day;
- 4 C. Twenty-four hour supervision of Medi-Cal Beneficiaries by properly trained personnel.  
5 Such supervision shall include, but is not limited to, personal assistance in such matters  
6 as eating, personal hygiene, dressing and undressing, and taking of prescribed  
7 medications;
- 8 D. Social work services;
- 9 E. Nursing services;
- 10 F. Recommendation for further treatment, conservatorship, or referral to other existing  
11 programs, as appropriate (i.e., day care, outpatient, etc.), relative to Beneficiary needs;
- 12 G. Subsequent to discharge of a Medi-Cal Beneficiary, submission of a formal written  
13 aftercare plan to the LMHP's system of care, appropriate area DMH program agency  
14 responsible for coordinating care for the Medi-Cal Beneficiary being discharged. A copy  
15 of the aftercare plan shall be attached to the Provider's completed Treatment  
16 Authorization Request (TAR) form which is submitted to the LMHP upon discharge of the  
17 Beneficiary from the Provider's facility;
- 18 H. Submission of a formal written aftercare plan to the Director, or his designee, at the time  
19 of discharge of the Beneficiary.
- 20 I. Maintenance of a daily attendance log and appropriate documentation for each day of  
21 service provided hereunder in accordance with State regulatory (Title 9, Chapter 11)  
22 medical necessity reimbursement requirements.

**ATTESTATION REGARDING FEDERALLY FUNDED PROGRAMS**

In accordance with the DMH FFS Hospital Agreement’s Paragraph 55 (CONTRACTOR’S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED PROGRAM):

I, the undersigned certify that I am not presently excluded from participation in Federally funded health care programs, nor is there an investigation presently pending or recently concluded of me which is likely to result in my exclusion from any Federally funded health care program, nor am I otherwise likely to be found by a Federal or State agency to be ineligible to provide goods or services under the Federally funded health care programs.

I further certify as the official responsible for the administration of \_\_\_\_\_ (hereafter “Contractor”) that all of its officers, employees, agents and/or sub-contractors are not presently excluded from participation in any Federally funded health care programs, nor is there an investigation presently pending or recently concluded of any such officers, employees, and/or agents which is likely to result in an exclusion from any Federally funded health care program, nor are any of its officers, employees, and/or agents otherwise likely to be found by a Federal or State agency to be ineligible to provide goods or services under the Federally funded health care programs.

I understand and certify that I will notify DMH within thirty (30) calendar days, in writing of:

- Any event that would require Contractor or any of its officers, employees, and/or agents exclusion or suspension under federally funded health care programs, or
- Any suspension or exclusionary action taken by an agency of the federal or state government against Contractor, or one or more of its officers, employees, and/or agents, barring it or its officers, employees, agents and/or sub-contractors from providing goods or services for which federally funded healthcare program payment may be made.

Name of authorized official (Official Name) \_\_\_\_\_  
Please print name

Signature of authorized official \_\_\_\_\_ Date \_\_\_\_\_

# **SAFELY SURRENDERED BABY LAW**

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

[www.babysafela.org](http://www.babysafela.org)

# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.





# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



**CHARITABLE CONTRIBUTIONS CERTIFICATION**


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 Company Name

---

 Address

---

 Internal Revenue Service Employer Identification Number

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 California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

**Check the Certification below that is applicable to your company.**

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

**OR**

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

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 Signature

---

 Date

---

 Name and Title of Signer (Official Name, Official Title)

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 Please print

**ATTESTATION REGARDING STAFFING RATIO**

In accordance with the DMH Mental Health Services Agreement's Paragraph 9 (STAFFING):

I, the undersigned certify that Name of the Hospital \_\_\_\_\_ meet the staffing requirement as required by WIC and CCR. Our staff shall be qualified and shall possess all appropriate licenses in accordance with WIC Sections 14718 and all other applicable requirements of the California Business and Professions Code, WIC, CCR and State Policy Letters, and function within the scope of practice as dictated by licensing boards/bodies.

I further certify as the official responsible for the administration of \_\_\_\_\_, (hereafter "Contractor") that we shall have available and shall provide upon request to authorized representatives of County, a list of all persons by name, title, professional degree, and experience, who are providing any services under the agreement.

I understand and certify that we meet the staffing requirements as required by WIC and CCR.

Name of certifying official \_\_\_\_\_  
Please print name

Title of certifying official \_\_\_\_\_  
Please print title

Signature of certifying official \_\_\_\_\_ Date \_\_\_\_\_

**CROSSWALK FACT SHEET  
DMH FFS HOSPITAL AGREEMENT**

<b>Current Language</b>	<b>New Language</b>
<ul style="list-style-type: none"> <li>○ Health Care Financing Administration (HCFA)</li> </ul>	<ul style="list-style-type: none"> <li>○ Centers for Medicare and Medicaid Services (CMS)</li> </ul>
<ul style="list-style-type: none"> <li>○ Explanation of Benefits (EOB)</li> </ul>	<ul style="list-style-type: none"> <li>○ Remittance Advice (RA)</li> </ul>
<ul style="list-style-type: none"> <li>○ Mode of Service and Service Function Code (SFC)</li> <li>○ Activity Code</li> </ul>	<ul style="list-style-type: none"> <li>○ CPT Codes: <u>Current Procedural Terminology</u> published by the American Medical Association is a list of codes representing procedures or services.</li> <li>○ <b>HCPCS Codes (Level II):</b> <u>HCFA and other Common Procedure Coding System (HCPCS)</u> Codes are used and approved by the Centers for Medicare and Medicaid to describe and accurately report procedures and services.</li> </ul> <p><b>A crosswalk of HCPCS and CPT Codes to SFC's is available in legacy files.</b></p> <p><b>UB92:</b> Refers to coding standards designated by HIPAA.</p>
<ul style="list-style-type: none"> <li>○ DSM IV</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>ICD-9 Codes:</b> (<u>International Classification of Diseases</u>), 9<sup>th</sup> Revision Codes, issued and authorized by the Centers for Medicare and Medicaid, to describe and accurately report health related procedures and Diagnoses.</li> </ul>
<ul style="list-style-type: none"> <li>○ Clinical Staff and Discipline Code</li> </ul>	<ul style="list-style-type: none"> <li>○ Rendering Provider and Taxonomy</li> </ul>
<ul style="list-style-type: none"> <li>○ MHMIS <u>or</u> Mental Health Management Information System AND MIS Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>○ IS or Integrated System</li> </ul>
<ul style="list-style-type: none"> <li>○ References to entering data into the MIS</li> </ul>	<ul style="list-style-type: none"> <li>○ Entering data into the IS</li> </ul>
<ul style="list-style-type: none"> <li>○ RGMS</li> </ul>	<ul style="list-style-type: none"> <li>○ IS</li> </ul>

**CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

CONTRACTOR NAME \_\_\_\_\_ Contract No. \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

**CONTRACTOR ACKNOWLEDGEMENT:**

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

**CONFIDENTIALITY AGREEMENT:**

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note – for Contractor’s record; shall be made available within three (3) business days upon DMH request)

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_

Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note – for Contractor’s record; shall be made available within three (3) business days upon DMH request)

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_



**CONTRACTOR'S EEO CERTIFICATION**

Contractor Name

Address

Internal Revenue Service Employer Identification Number

Vendor Number

**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

**CONTRACTOR'S SPECIFIC CERTIFICATIONS**

- 1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment. Yes  No
- 2. The Contractor periodically conducts a self-analysis or utilization analysis of its work force. Yes  No
- 3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups. Yes  No
- 4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. Yes  No

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date



## ELECTRONIC TRADING PARTNER AGREEMENT

This Trading Partner Agreement ('Agreement') is made and entered by and between the Legal Entity or Network Provider named \_\_\_\_\_ ("Trading Partner"), whose legal entity or Network Provider number is \_\_\_\_\_ and the County of Los Angeles – Department of Mental Health ("DMH").

WHEREAS, DMH and Trading Partner exchange information and data electronically in connection with certain healthcare transactions; and

WHEREAS, DMH and Trading Partner will be readily equipped at their own expense with the Systems and trained personnel necessary to engage in the successful exchange of electronic information and data; and

WHEREAS, in the electronic transmission of information and data, the confidentiality and security of the data which is exchanged between the Parties is of the highest priority to both Parties; and

WHEREAS, it is anticipated by DMH that the Trading Partner may use, in the performance of this Agreement, various third parties as the Trading Partner's Agents in the electronic exchange of information;

NOW THEREFORE, in consideration for the mutual promises herein, the Parties agree as follows:

### 1. DEFINITIONS

#### 1.1. Agents

Third parties or organizations that contract with the Trading Partner to perform designated services in order to facilitate the electronic transfer of data. Examples of Agents include, claims clearinghouses, vendors, and billing services.

#### 1.2. Confidential Information

Information relating to specific Individuals which is exchanged by and between DMH, the Trading Partner, and/or the Agents for various business purposes, but which is protected from disclosure to unauthorized persons or entities by The Privacy Act of 1974, The Administrative Simplification Provisions of the federal Health Insurance Portability and Accountability Act and regulations promulgated there under ("HIPAA"). The Insurance Information and Privacy Protections Act, or other applicable state and federal statutes and regulations, which shall hereinafter be collectively referred to as "Privacy Statutes and Regulations."

### **1.3. Covered Individuals**

Individual persons who are eligible for payment of certain services or prescriptions rendered or sold to them under the terms, conditions, limitations and exclusions of a health benefit program administered by DMH or by some other Payor.

### **1.4. Data**

A formalized representation of specific facts or concepts suitable for communication, interpretation, or processing by people or by automatic means.

### **1.5. Data Log**

A complete written summary of Data and Data Transmissions exchanged between the Parties over the period of time this Agreement is in effect and, including, without limitation, sender and receiver information, the date and time of transmission and the general nature of the transmission.

### **1.6. Data Transmission**

The automated transfer or exchange of data between Trading Partners or their agents, by means of their Systems which are compatible for that purpose, pursuant to the terms and conditions set forth in this Agreement.

### **1.7. Data Universal Numbering System (“DUNS”)**

Data Universal Numbering System (DUNS) – A unique nine digit identification number assigned by Dun & Bradstreet (D&B) to a Trading Partner or Agent for the purpose of identifying a business entity. The DUNS can be requested at: <http://fedgov.dnb.com/webform>

### **1.8. Digital Key Certificate**

Software that resides on Trading Partner’s workstation or server assigned to the Trading Partner by DMH for the purpose of successfully executing Data Transmissions or otherwise carrying out the express terms of this Agreement.

### **1.9. Electronic Data Interchange (“EDI”)**

The automated exchange of business data from application to application in an ANSI approved or other mutually agreed format.

### **1.10. Electronic Remittance Advice (“ERA”)**

A transaction containing information pertaining to the disposition of a specific claim field with DMH by Providers for payment of services rendered to an Individual.

### **1.11. Envelope**

A control structure in a mutually agreed format for the electronic interchange of one or more encoded Data Transmissions either sent or received by the Parties to this Agreement.

### **1.12. Individual**

An individual person(s) whose claims for payment of services may be eligible to be paid, under the terms of the applicable federal, state or local governmental program for which DMH processes or administers claims. It is acknowledged and agreed between the Parties that claim payments for purposes of this Agreement will be made directly to Providers on behalf of such Individuals.

**1.13. Lost or Indecipherable Transmission**

A Data Transmission which is never received by or cannot be processed to completion by the receiving Party in the format or composition received because it is garbled or incomplete, regardless of how or why the message was rendered garbled or incomplete.

**1.14. Payee National Provider Identifier (“NPI”)**

The National Provider Identifier that is specific to the Legal Entity, FFS Group, or FFS Organization. Solo practitioners will enter their individual NPI number in this field.

**1.15. Payor**

A business organization that provides benefit payments on behalf of Covered Individuals eligible for payment for certain services to Covered Individuals.

**1.16. Provider**

Hospitals, clinics or persons duly licensed or certified to provide mental health services to Covered Individuals of Los Angeles County.

**1.17. Secure Identification Cards**

Those cards assigned to the Trading Partner or Agent by DMH for allowing the Trading Partner to transfer files electronically to DMH.

**1.18. Source Documents**

Documents containing Data which is or may be required as part of Data Transmission with respect to a claim for payment for mental health services rendered to an eligible Individual. Examples of Data contained within a specific Source Document include, without limitation, the following: Individual’s name and identification number, claim number, diagnosis code for the service rendered, dates of service, procedure code, applicable charges, the Provider’s name and/or provider number.

**1.19. Submitter ID Number**

A unique number assigned by DMH to the Trading Partner or Agent for the purpose of identifying the Trading Partner for Data Transmissions.

**1.20. System**

The equipment and software necessary for a successful electronic Data Transmission.

**1.21. Trading Partner**

A Provider who has entered into this Agreement with DMH in order to satisfy all or part of its obligations under a Legal Entity Agreement or Network Provider Agreement by means of EDI.

**2. TERM AND TERMINATION**

**2.1. Term of Agreement**

This Agreement will be effective on the day the Trading Partner Agreement is approved by the Department of Mental Health, and shall continue in full force until terminated by either party.

**2.2. Voluntary Termination**

Either Party may terminate this Agreement for its own convenience on thirty (30) days advance written notice to the other Party.

### **2.3. Termination for Cause**

Either party may terminate this Agreement upon ten (10) working days advance written notice to the other Party upon the default by the other Party of any material obligation hereunder, which default is incapable of cure or which, being capable of cure, has not been cured within 30 days after receipt of written notice with reasonable specificity of such default (or such additional cure period as the non-defaulting Party may authorize). However, in the event of a breach by the Trading Partner of the terms of Article IV, Section 4.3 (Express Warranties Regarding Agents) or any Section of Article V (CONFIDENTIALITY AND SECURITY), or in the event a change of ownership of the Trading Partner or its Agents as defined by Article VII Section 7.12 (Change in Ownership of Trading Partner or its Agents) takes place, DMH shall have the unilateral right to terminate this Agreement immediately without prior notice to the Trading Partner. However, in its right to exercise immediate termination, DMH shall provide the Trading Partner with written notice the day the termination occurs.

## **3. OBLIGATIONS OF THE PARTIES**

### **3.1. Mutual Obligations**

In addition to the obligations of the respective Parties which are set forth elsewhere in this Agreement, the mutual obligations of DMH, the Trading Partner and/or the Trading Partner's Agents collectively referred to as "the Parties" shall include, but not be limited to, the following:

**(a) Accuracy of EDI Transmission**

The Parties shall take reasonable care to ensure that Data and Data Transmissions are timely, complete, accurate and secure, and shall take reasonable precautions to prevent unauthorized access to the System of the other Party, the Data Transmission itself or the contents of an Envelope which is transmitted either to or from either Party pursuant to this Agreement.

**(b) Re-transmission of Indecipherable Transmissions**

Where there is evidence that a Data Transmission is Lost or Indecipherable Transmission, the sending Party shall make best efforts to trace and re-transmit the original Data Transmission in a manner which allows it to be processed by the receiving Party as soon as practicable.

**(c) Cost of Equipment**

Each Party shall, at its own expense, obtain and maintain its own System and shall update its System as recommended by the manufacturer/owner/licensor of said System. Furthermore, each Party shall pay its own costs for any and all charges related to Data Transmission under this Agreement and specifically including, without limitation, charges for System equipment, software and services, charges for maintaining an electronic mailbox, connect time, terminals, connections, telephones, modems, and any applicable minimum use charges. Each Party shall also be responsible for any and all expenses it incurs for translating, formatting, or sending and receiving communications over the electronic network to the electronic mailbox, if any, of the other Party.

**(d) Back-up Files**

Each Party shall maintain adequate back-up files and/or electronic tapes or other means sufficient to re-create a Data Transmission in the event that such re-creation becomes necessary for any purpose at any time. Such back-up files and/or tapes shall be subject to the terms of this Agreement to the same extent as the original Data Transmission.

**(e) Format of Transmissions**

Except as otherwise provided herein, each Party shall send and receive all Data Transmissions in the ANSI approved format, or such other format as DMH shall designate in writing to the Trading Partner.

**(f) Testing**

Each Party shall, prior to the initial Data Transmission and throughout the term of this Agreement, test and cooperate with the other Party in the testing of the Systems of both Parties as DMH considers reasonably necessary to ensure the accuracy, timeliness, completeness and confidentiality of each Data Transmission.

**3.2. Trading Partner Obligations**

In addition to the requirements of Section 3.1 and 5.1 and this section (3.2), the Trading Partner shall also be specifically obligated as follows:

- (a) To refrain from copying, reverse engineering, disclosing, publishing, distributing or altering any Data, Data Transmissions or the contents of an Envelope, except as necessary to comply with the terms of this Agreement, or use the same for any purpose other than that for which the Trading Partner was specifically given access and authorization by DMH;
- (b) To refrain from obtaining by any means to any Data, Data Transmission, Envelope or DMH's System for any purpose other than that which the Trading Partner has received express authorization to receive access. Furthermore, in the event that the Trading Partner receives Data or Data Transmissions, which are clearly not intended for the receipt of the Trading Partner, the Trading Partner shall immediately notify DMH and make arrangements to return the Data or Data Transmission or re-transmit the Data or Data Transmission to DMH. After such re-transmission, the Trading Partner shall immediately delete the Data contained in such Data Transmission from its System.
- (c) To install necessary security precautions to ensure the security of the System or records relating to the System of both DMH and the Trading Partner when the System is not in active use by the Trading Partner.
- (d) To protect and maintain at all times the confidentiality of Secure Identification Cards issued by DMH to the Trading Partner or Agent.
- (e) To provide special protection for security and other purposes where appropriate, by means of authentication, encryption, the use of passwords or by other mutually agreed means, to those specific Data Transmissions which the Parties agree should be so protected shall use at least the same level of protection for any subsequent transmission of the original Data Transmission.
- (f) Prior to or upon execution of this Agreement, to provide DMH in writing with all of the information requested in the Trading Partner Information section of the Trading Partner Agreement (TPA) online application. While this Agreement is in effect, the Trading Partner shall notify DMH in writing within five (5) business days of any material changes in the information originally provided by the Trading Partner in the TPA online application.

**3.3. DMH Obligations**

In addition to the obligations of DMH which are set forth herein, DMH shall also be specifically obligated as follows:

**(a) Availability of Data**

DMH shall subject to the terms of this Agreement, make available to the Trading Partner by electronic means those types of Data and Data Transmissions to which the

Trading Partner is entitled to receive by mutual agreement of the Parties or as provided by law.

**(b) Notices Regarding Formats**

DMH shall provide Trading Partners a written listing of acceptable electronic data transmission formats (e.g., PDF, XLS, Doc). Should the need arise for DMH to make changes to these transmission formats, the trading Partner will receive no less than 14 days written notice.

## **4. AGENTS**

### **4.1. Responsibility for Agents**

If the Trading Partner uses the services of an Agent in any capacity in order to receive, transmit, store or otherwise process Data or Data Transmissions or perform related activities, the Trading Partner shall be fully liable to DMH or for any acts, failures or omissions of the Agent in providing said services as though they were the Trading Partner's own acts, failures, or omissions.

### **4.2. Notices Regarding Agents**

Prior to the commencement of the Agent's services in the performance of this Agreement, the Trading Partner shall designate, in the TPA online application, its specific Agents who are authorized to send and/or receive Data Transmissions in the performance of this Agreement on behalf of the Trading Partner. Except as provided otherwise in the Agreement, the Trading Partner shall notify DMH of any material changes in the information contained in the TPA online application, no less than 14 days prior to the effective date of such changes. The information within the TPA application, when fully executed shall be incorporated into this Agreement by reference and shall be effective on the date of its execution, unless specified otherwise. The Trading Partner's designation of its Agent for purposes of this Agreement is expressly subject to the approval of DMH, which approval shall not be unreasonably withheld.

### **4.3. Express Warranties Regarding Agents**

The Trading Partner expressly warrants that the Agent will make no changes in the Data content of any and all Data Transmissions or the contents of an Envelope, and further that such Agent will take all appropriate measures to maintain the timeliness, accuracy, confidentiality and completeness of each Data Transmission. Furthermore, the Trading Partner expressly warrants that its Agents will be specifically advised of, and will comply in all respects with, the terms of this Agreement.

### **4.4. Indemnification Regarding Agents**

The Trading Partner shall indemnify, defend and hold harmless DMH from any and all claims, actions, damages, liabilities, costs and expenses, specifically including, without limitation, reasonable attorney's fees and costs resulting from the acts or omissions of the Trading Partner, its Agents, employees, subcontractors in the performance of this Agreement; provided however, that DMH shall have the option, at its sole discretion, to employ attorneys selected by it to defend any such action, the costs and expenses of which shall be the responsibility of the Trading Partner. DMH for its part shall provide the Trading Partner with timely notice of the existence of such proceedings and such information, documents and other cooperation as reasonably necessary to assist the Trading Partner in establishing a defense to such action. These indemnities shall survive termination of this Agreement and DMH reserves the right, at its option and expense, to participate in the defense of any suit or proceeding through counsel of its own choosing.

## 5. CONFIDENTIALITY AND SECURITY

### 5.1 General Requirements

In addition to the requirements of Section 3.1 and 3.2, the Trading Partner shall maintain adequate security procedures to prevent unauthorized access to Data, Data Transmissions, or the System of DMH, and shall immediately notify DMH of any and all unauthorized attempts by any person or entity to obtain access to or otherwise tamper with the Data, Data Transmissions or the System of DMH.

#### (a) Confidential Information

The Trading Partner further agrees to hold DMH harmless for any and all claims or causes of action brought by any party, including third parties, arising from any unauthorized disclosure of Confidential Information by or on behalf of the Trading Partner. In addition, the Trading Partner shall in its performance under this Agreement, comply with any and all applicable Privacy Statutes and Regulations (as defined in Article I, Section 1.4 (Confidential Information) relating to Confidential Information and agrees to maintain the confidentiality of such Confidential Information for the benefit of such Individuals or of DMH as is required by such Privacy Statutes and Regulations. Such Confidential Information concerning Individuals includes, but is not limited to, medical records and information regarding claims and payment of the claims of Individuals.

#### (b) Notice of Unauthorized Disclosures

The Trading Partner will promptly notify DMH of any and all unlawful or unauthorized disclosures of Confidential Information that comes to its attention and will cooperate with DMH in the event any litigation arises concerning the unauthorized use, transfer or disclosure of Confidential Information.

## 6. RECORDS RETENTION AND AUDIT

### 6.1 Records Retention

The Trading Partner shall maintain, for a period of no less than seven (7) years from the date of its receipt complete, (except for children for whom records should be retained until 18 years of age) or until the audit is settled, accurate and unaltered copies of any and all Source Documents from all Data Transmissions.

### 6.2 Electronic Transmission and Audit Logs

Both Parties shall establish and maintain Logs which shall record any and all Data Transmissions taking place between the Parties during the term of this Agreement. Each Party will take necessary and reasonable steps to ensure that all Logs constitutes a current, accurate, complete and unaltered record of any and all Data Transmissions between the Parties, and shall be retained by each Party for no less than twenty-four (24) months following the date of the Data Transmission. The Log may be maintained on computer media or other suitable means provided that, if it is necessary to do so, the information contained in the Log may be timely retrieved and presented in readable form.



## **7. MISCELLANEOUS**

### **7.1 Amendments**

This Agreement may not be changed or modified in any manner except by an instrument in writing signed by a duly authorized officer of each of the Parties hereto.

### **7.2 Dispute Resolution**

With the exception of disputes which are the subject of immediate termination as set forth in this Agreement, the Parties hereby agree that, in the event of a dispute or alleged breach of the terms of this Agreement between the Parties, they will work together in good faith first, to resolve the matter internally and within a reasonable period of time by escalating it as reasonably necessary to higher levels of management of each of the respective Parties, and, then if necessary, to use a mutually agreed alternative dispute resolution technique prior to resorting to litigation, with the exception of disputes involving either fraud or breaches of the requirements of Article V. (CONFIDENTIALITY AND SECURITY), in which case either Party shall be free to seek available remedies in any appropriate forum at any time.

### **7.3 Mutual Compliance With Applicable Laws and Regulations**

The Parties hereby mutually agree that they will, in the performance of the terms of this Agreement, comply in all respects with any and all applicable local, state and federal ordinances, statutes, regulations, or orders of courts of competent jurisdiction.

### **7.4 Force Majeure**

Each Party shall be excused from performance for any period of time during this Agreement to the extent that it is prevented from performing any obligation of service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such Party. Such acts include without limitation, strikes, lockouts, riots, acts of war, epidemics, fire, communication line failures, power failures, earthquakes, floods or natural disasters. Delays in performance due to the occurrence of such events shall automatically extend such dates for a period equal to the duration of such events. However, such automatic extension shall have no effect on the exercise of either Party's right of voluntary termination as set forth in Article II, Section 2.2 (Term of Agreement).

### **7.5 Change of Ownership of Trading Partner**

The Trading Partner shall notify DMH no less than ten days in advance of any transfer of ownership interest in the Trading Partner's business or any transfer of ownership in the business of the Trading Partner's Agent. Furthermore, notwithstanding the providing of notice regarding changes in the ownership of the Trading Partner as required by this section, no such changes in ownership or other information provided by the Trading Partner will alter in any way the obligations of the Parties under the terms of this Agreement without prior written agreement of DMH.

### **7.6 Notices**

Any notices pertaining to this Agreement shall be given in writing and shall be deemed duly given when personally delivered to the Trading Partner or the Trading Partner's authorized representative.



COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
CHIEF INFORMATION OFFICE BUREAU

**ELECTRONIC TRADING PARTNER AGREEMENT**

By execution hereof by duly authorized representatives of both Parties, the Parties hereby acknowledge, agree to and shall be bound by all the terms, provisions and conditions of the Trading Partner Agreement.

Agreed To:

<hr/>	
Trading Partner Name (Legal Entity / Network Provider) (Type or Print)	
<hr/>	
Authorized Personnel (Type or Print)	Authorized Signature
<hr/>	<hr/>
Title (Type or Print)	Date

Agreed To:

COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH  
695 S. VERMONT AVE., LOS ANGELES CA 90005

***Please complete form, print, scan and attach to TPA request for processing.***



COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
CHIEF INFORMATION OFFICE BUREAU  
Information Security Division

**CONFIDENTIALITY OATH**  
**Non-LAC-DMH Workforce Members**

The intent of this Confidentiality Form is to ensure that all County Departments, Contractors, LAC-DMH Non-Governmental Agencies (NGA), Fee-For-Service Hospital (FFS1), Fee-For-Service Outpatient (FFS2) and Pharmacy users are aware of their responsibilities and accountability to protect the confidentiality of clients' sensitive information viewed, maintained and/or accessed by any DMH on-line systems.

Further, the Department's Medi-Cal and MEDS access policy has been established in accordance with Federal and State laws governing confidentiality.

The California Welfare and Institutions (W&I) Code, Section 14100.2, cites the information to be regarded confidential. This information includes applicant/beneficiary names, addresses, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data. (See also 22 California Code of Regulations (C.C.R.), Sections 50111 and 51009)

The Medi-Cal Eligibility Manual, Section 2-H, titled "Confidentiality of Medi-Cal Case Records," referring to Section 14100.2, a, b, f, and h, W&I Code, provides in part that:

- “(a) All types of information, whether written or oral, concerning a person, made or kept by any public office or agency in connection with the administration of any provision of this chapter \*... shall be confidential, and shall not be open to examination other than for purposes directly connected with administration of the Medi-Cal program.”
- “(b) Except as provided in this section and to the extent permitted by Federal Law or regulation, all information about applicants and recipients as provided for in subdivision (a) to be safeguarded includes, but is not limited to, names and addresses, medical services provided, social and economic conditions or circumstances, agency evaluation or personal information, and medical data, including diagnosis and past history of disease or disability.”
- “(f) The State Department of Health Services may make rules and regulations governing the custody, use and preservation of all records, papers, files, and communications pertaining to the administration of the laws relating to the Medi-Cal program \*\* ....”
- “(h) Any person who knowingly releases or possesses confidential information concerning persons who have applied for or who have been granted any form of Medi-Cal benefits \*\*\* ... for which State or Federal funds are made available in violation of this section is guilty of a misdemeanor.”

\*, \*\*, \*\*\* The State of California's Statute for Medicaid Confidentiality can be found at the following web address: <http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/Medicaidstatute.aspx>

*The signed copy of this agreement must be maintained by DMH Facilitators*



**COUNTY OF LOS ANGELES  
AGREEMENT FOR ACCEPTABLE USE AND  
CONFIDENTIALITY OF  
COUNTY'S INFORMATION TECHNOLOGY ASSETS,  
COMPUTERS, NETWORKS, SYSTEMS AND DATA**

As a Los Angeles County employee, contractor, vendor or other authorized user of County Information Technology (IT) assets including computers, networks, systems and data, I understand that I occupy a position of trust. I will use County IT assets for County management approved business purposes only and maintain the confidentiality of County's business and Citizen's private data. As a user of County's IT assets, I agree to the following:

1. Computer crimes: I am aware of California Penal Code 502(c) - Comprehensive Computer Data Access and Fraud Act (attached). I will immediately report any suspected computer misuse or crimes to my Management.
2. Security access controls: I will not subvert or bypass any security measure or system which has been implemented to control or restrict access to computers, networks, systems or data. I will not share my computer identification codes (log-in ID, computer access codes, account codes, ID's, etc.) or passwords.
3. Approved business purposes: I will use the County's Information Technology (IT) assets including computers, networks, systems and data for County management approved business purposes only.
4. Confidentiality: I will not access or disclose any County program code, data, information or documentation to any individual or organization unless specifically authorized to do so by the recognized information owner.
5. Computer virus and malicious code: I will not intentionally introduce any computer virus, worms or malicious code into any County computer, network, system or data. I will not disable or delete computer virus detection and eradication software on County computers, servers and other computing devices I am responsible for.
6. Offensive materials: I will not access or send any offensive materials, e.g., sexually explicit, racial, harmful or insensitive text or images, over County owned, leased or managed local or wide area networks, including the public Internet and other electronic mail systems, unless it is in the performance of my assigned job duties, e.g., law enforcement. I will report to my supervisor any offensive materials observed by me or sent to me on County systems.
7. Public Internet: I understand that the Public Internet is uncensored and contains many sites that may be considered offensive in both text and images. I will use County Internet services for approved County business purposes only, e.g., as a research tool or for electronic communication. I understand that the County's Internet services may be filtered but in my use of them I may be exposed to offensive materials. I agree to hold the County harmless should I be inadvertently exposed to such offensive materials. I understand that my Internet activities may be logged, are a public record, and are subject to audit and review by authorized individuals.
8. Electronic mail and other electronic data: I understand that County electronic mail (e-mail), and data, in either electronic or other forms, are a public record and subject to audit and review by authorized individuals. I will comply with County e-mail use policy and use proper business etiquette when communicating over e-mail systems.
9. Copyrighted materials: I will not copy any licensed software or documentation except as permitted by the license agreement.

10. Disciplinary action for non-compliance: I understand that my non-compliance with any portion of this Agreement may result in disciplinary action including my suspension, discharge, denial of service, cancellation of contracts or both civil and criminal penalties.

**CALIFORNIA PENAL CODE 502(c) -  
“COMPREHENSIVE COMPUTER DATA ACCESS AND FRAUD ACT”**

Below is a section of the “Comprehensive Computer Data Access and Fraud Act” as it pertains specifically to this Agreement. California Penal Code 502(c) is incorporated in its entirety into this Agreement by reference and all provisions of Penal Code 502(c) apply. For a complete copy, consult the Code directly at website [www.leginfo.ca.gov/](http://www.leginfo.ca.gov/).

502.(c) Any person who commits any of the following acts is guilty of a public offense:

- (1) Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network in order to either (A) devise or execute any scheme or artifice to defraud, deceive, or extort, or (B) wrongly control or obtain money, property, or data.
- (2) Knowingly accesses and without permission takes, copies or makes use of any data from a computer, computer system, or computer network, or takes or copies supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
- (3) Knowingly and without permission uses or causes to be used computer services.
- (4) Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
- (5) Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized user of a computer, computer system, or computer network.
- (6) Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network is in violation of this section.
- (7) Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network.
- (8) Knowingly introduces any computer contaminant into any computer, computer system, or computer network.

**I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT:**

Employee’s Name	Employee’s Signature	Date
-----------------	----------------------	------

Manager’s Name	Manager’s Signature	Date
----------------	---------------------	------



# ELECTRONIC SIGNATURE AGREEMENT

## Non-LACDMH Workforce Members

This Agreement governs the rights, duties, and responsibilities of Department of Mental Health in the use of an electronic signature in County of Los Angeles. In addition, I, the undersigned, understand that my Electronic Signature will be the credential that I will be granted for accessing LAC-DMH Systems and resources. This Agreement describes my obligations to protect my electronic signature, and to notify appropriate authorities if it is stolen, lost, compromised, unaccounted for, or destroyed.

### I agree to the following terms and conditions:

I agree that my electronic signature will be valid upon the date of issuance until it is revoked or terminated per the terms of this agreement. I agree that I will be required annually to renew my electronic signature and I will be notified and given the opportunity to renew my electronic signature each year and shall do so. The terms of this Agreement shall apply to each such renewal unless superseded.

I will use my electronic signature to establish my identity and sign electronic documents and forms. I am solely responsible for protecting my electronic signature. If I suspect or discover that my electronic signature has been stolen, lost, used by an unauthorized party, or otherwise compromised, then I will immediately notify DMH Helpdesk and request that my electronic signature be revoked. I will then immediately cease all use of my electronic signature. I agree to keep my electronic signature secret and secure by taking reasonable security measures to prevent it from being lost, modified or otherwise compromised, and to prevent unauthorized disclosure of, access to, or use of it or of any media on which information about it is stored.

I will immediately request that my electronic signature be revoked if I discover or suspect that it has been or is in danger of being lost, disclosed, compromised or subjected to unauthorized use in any way. I understand that I may also request revocation at any time for any other reason.

If I have requested that my electronic signature be revoked, or I am notified that someone has requested that my electronic signature be suspended or revoked, and I suspect or discover that it has been or may be compromised or subjected to unauthorized use in any way, I will immediately cease using my electronic signature. I will also immediately cease using my electronic signature upon termination of employment or termination of this Agreement.

I further agree that, for the purposes of authorizing and authenticating electronic health records, my electronic signature has the full force and effect of a signature affixed by hand to a paper document.

\_\_\_\_\_  
User's Name (print)

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO / Manager Name (print)

\_\_\_\_\_  
CEO / Manager Signature

\_\_\_\_\_  
Date

SERVICE EXHIBIT B  
PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
PMRT DIVERSION PROGRAM  
(MODE OF SERVICE 05)

1. STATEMENT OF WORK:

Los Angeles County – Department of Mental Health (LAC-DMH) contracts for Acute Inpatient Hospital Services and Administrative Day Services provided by hospitals certified for Fee-For-Service (FFS) Medi-Cal services and designated under the Lanterman-Petris-Short (LPS) Act to detain, evaluate and provide treatment to Clients pursuant to Welfare and Institutions Code (WIC) Section 5150. The purpose of this Addendum to the FFS Medi-Cal Psychiatric Inpatient Hospital Services Mental Health Services Agreement is to contract with qualified providers for Acute Psychiatric Inpatient Hospital Services and Administrative Day Services for uninsured Clients under the Psychiatric Mobile Response Team (PMRT) Psychiatric Outreach Diversion Program (PDP).

2. GENERAL:

Psychiatric Inpatient Hospital Services include Acute Psychiatric Inpatient Hospital Services and Administrative Day Services. Each Contractor facility that renders Psychiatric Inpatient Hospital Services shall: (1) be either a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital, (2) be secure, (3) meet all California Code of Regulations (CCR), Titles 9 and 22 staffing standards for inpatient services, (4) provide a 24 hour psychiatric treatment program, and (5) be eligible, as determined by LAC-DMH, as a facility to detain and treat Clients under WIC Section 5150.



## ATTACHMENT XI

Lanterman-Petris-Short (LPS) Act designation is authorized by State law through the Local Mental Health Director (Director). Facilities and persons who meet the criteria and process requirements set forth in the LPS Designation Guidelines and Process for Facilities within Los Angeles County (Fourth Edition) are designated to evaluate and treat persons involuntarily detained under the LPS Act. The objective of this program is to: 1) Enhance the capability and overall quality of the mental health delivery system in Los Angeles County, 2) To ensure proper utilization of the designation authority by granting it to only those facilities which meet specified guidelines and 3) To establish the terms of and conditions pertaining to the delegation of authority by which individuals are taken into custody under the LPS.

Psychiatric Inpatient Hospital Services shall not include any services related to alcohol or substance abuse and these services shall not be reimbursable under this Agreement, except where the services related to alcohol or substance abuse are incidental to a primary diagnosis of mental illness. Where alcohol and drugs and mental illness, are dually diagnosed, Psychiatric Inpatient Hospital Services may be reimbursed under this Agreement only if the primary diagnosis is mental illness.

Notwithstanding any other provision of this Agreement, except as specifically approved in writing by Director, Contractor shall assure that at no time: (1) shall any child or adolescent under the age of 18 years receive any Psychiatric Inpatient Hospital Services in a ward or unit designated for adults receiving Psychiatric Inpatient Hospital Services and (2) shall any adult receive any Psychiatric Inpatient Hospital Services in a ward or unit designated for children or adolescents under the age of 18 years receiving Psychiatric Inpatient Hospital Services.

Psychiatric Inpatient Hospital Services are generally described in the Medi-Cal Psychiatric Inpatient Hospital Services Consolidation Emergency Regulations issued by the State Department of Mental Health (SDMH).

3. PERSONS TO BE SERVED:

A. Contractor shall provide Acute Psychiatric Inpatient Hospital Services to those Clients: (1) who are in need of Acute Psychiatric Inpatient Hospital Services, (2) who have the characteristics described in the Contract Package, as approved in writing by Director, and (3) who are referred to Contractor DMH Countywide Resource Management (CRM) and brought to Contractor by DMH PMRT.

B. Contractor shall provide Administrative Day Services to those Clients: (1) who are referred to Contractor by DMH CRM and brought to Contractor by DMH PMRT, (2) who have been provided more than 17 days of Acute Psychiatric Inpatient Hospital Services, (3) who are on temporary LPS conservatorship, (4) meet medical necessity criteria, and (5) for whom appropriate residential placement has not been secured.

C. The duration of any Client's Acute Psychiatric Inpatient Hospital Services hereunder shall not exceed the lesser of: (1) those days necessary to ensure that the Client is not a danger to self or others or gravely disabled due to a mental disability or (2) those days when it is unsafe or inappropriate to treat the Client at a non-acute level of care, or (3) those days authorized by Director or his designee. The duration of any Client's Administrative Day Services hereunder shall not exceed those days necessary to obtain non-acute psychiatric services at the lowest level of care appropriate to the Client's need.

D. Contractor shall be responsible for delivering services to new clients to the extent that funding is provided by County. Where Contractor determines that services to new clients can no longer be delivered, Contractor shall provide 30 calendar days prior notice to County. Contractor shall also thereafter make referrals of new clients to County or other appropriate agencies.

Contractor shall not be required to provide the notice in the preceding paragraph when County reduces funding to Contractor, either at the beginning or during the fiscal year. In addition, when County has a reduction in funding for a particular program provided by Contractor, Contractor shall not be responsible for continuing services for those clients linked to that funding. Contractor shall also thereafter make referrals of those clients to County or other appropriate agencies.

4. FINANCIAL PROVISIONS:

Participating hospitals will be compensated with Short/Doyle funds at a pre-determined case rate. PDP funding will be allocated on a monthly basis until the monthly allocation has been fully utilized. Funding not utilized in a given month shall be available in the next month's allocation.

The participating hospital shall be reimbursed during the term of this Agreement for Psychiatric inpatient hospital services provided to clients at a case rate of \$3,300 for each eligible admission. The participating hospital shall make all inpatient psychiatric beds available for the PDP. Should the Mental Health Court grant a temporary conservatorship, DMH will reimburse the hospital at an Administrative Day rate of \$289.13 per day after the 17<sup>th</sup> day of hospitalization until an appropriate placement has been obtained. The rate shall cover all services, including, but not limited to, medical ancillaries provided by the hospital, physician services, psychologist services, medications, and transportation.

The hospital shall be entitled to reimbursement only: (1) if the client is referred to the participating hospital by DMH PMRT with written approval provided by DMH CRM if the client is determined to be indigent (2) if admission meets Medi-Cal medical necessity criteria and (3) if admission is not a readmission to a psychiatric inpatient service, emergency room, or psychiatric urgent care center within 24 hours of discharge from the participating hospital.

As an express condition precedent to eligibility for reimbursement under this Agreement, the participating hospital shall determine: (1) whether the Psychiatric Inpatient Hospital Services for which the claim is made are covered, in whole or in part, under any other State or Federal medical care program or under any other contractual or legal entitlement, including but not limited to, any private group indemnification or insurance program or workers' compensation and (2) whether the client for whom claim is made have any Medi-Cal Share of Cost for the particular Psychiatric Inpatient Hospital Services. Notwithstanding any other provision of this Agreement, to the extent that any third party coverage and/or Medi-Cal Share of Cost is available, the hospital's reimbursement shall be reduced.

5. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT:

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), Contractor(s) shall have effective systems and procedures fully implemented to ensure the confidentiality, security, integrity, and accessibility of Client health information, including a plan for the storage and protection of filed medical records to protect against any/all unauthorized access, intrusion and damage.

6. PERSONNEL/STAFFING:

The minimum ratio of full-time professional personnel/staff to inpatient Clients shall at all times be in conformance with all relevant laws, regulations, rules and LAC-DMH policies and procedures.

In addition, the facility must determine staffing requirements based on assessment of Client needs, as per CCR, Title 22 Sections 70213 and 70215, or 71213 and 71215, as applicable. Contractor(s) shall, upon request, make available for review to the Director or his/her designee documentation of the methodology used in making staffing

determinations.

7. PSYCHIATRIC EMERGENCY RESPONSE:

Contractors shall not maintain, utilize, or otherwise arrange for mobile 5150 assessment personnel or processes outside the confines of the Contractor's facility without the written consent of the Director or his/her designee.

8. EMERGENCY MEDICAL TREATMENT:

Clients who are provided services hereunder and who require emergency medical care for physical illness or accident shall be transported to an appropriate medical facility. The cost of such transportation as well as the cost of any emergency medical care shall not be a charge to, nor reimbursable under, this Agreement. Contractor shall establish and post written procedures describing appropriate action to be taken in the event of a medical emergency. Contractor shall also post and maintain a disaster and mass casualty plan of action in accordance with CCR Title 22, Section 80023. Such plan and procedures shall be submitted to DMH's Contracts Development and Administration Division at least ten (10) days prior to the commencement of services under this Agreement.

9. NOTIFICATION OF DEATH:

Contractor shall immediately notify the Director or his designee, upon becoming aware of the death of any Client provided services hereunder. Notice shall be made by Contractor immediately by telephone and in writing upon learning of such a death. The verbal and written notice shall include the name of the deceased, the deceased's Integrated System (IS) identification number, the date of death, a summary of the circumstances thereof, and the name(s) of all Contractors' staff with knowledge of the circumstances.

10. QUALITY ASSURANCE AND IMPROVEMENT:

Contractor shall comply with all applicable provisions of WIC, CCR, Code of Federal Regulations, State Department of Health Services (SDHS) policies and procedures, SDMH policies and procedures, and DMH quality improvement and assurance policies and procedures, to establish and maintain a complete and integrated quality improvement system. Contractor shall comply with DMH's quality assurance efforts and specified procedures intended to ensure quality of care. In conformance with these provisions, Contractor shall establish: (1) a utilization review process; (2) an interdisciplinary peer review of the quality of Client care; and (3) monitoring of medication regimens of Clients. Medication monitoring shall be conducted in accordance with County policy. A copy of Contractor's quality improvement system plan shall be available to DMH's Quality and Outcome Bureau for review and written approval prior to Contractor's submission of any claims for services hereunder. The Contractor shall agree to ongoing utilization review by DMH.

11. CLIENT EVALUATION OF CONTRACTOR'S SERVICES:

Contractor shall provide a written questionnaire to certain Clients at the time of admission in accordance with DMH policies and procedures. The questionnaire shall be approved by SDHS and offer the Client the opportunity to evaluate the care given. The questionnaire shall be collected at the time of discharge and maintained in Contractor's file for at least four (4) years and shall be made available to authorized agents of County, State and/or Federal governments.

12. NOTIFICATION OF EVALUATION AND/OR ADMISSION:

Contractor(s) shall request information from, and must involve, mental health care entities providing services to the Client in order to support continuity of care.

If the Client is receiving care from LAC-DMH, Contractor's evaluating professional staff must first attempt to obtain information regarding treatment information and the LAC-DMH designated Single Fixed Point of Responsibility (SFPR) from the IS Client Identification Screen, Client, or significant other. If such information cannot be obtained from the IS Client Identification Screen, Client, or significant other, then the evaluating professional staff must contact 1-800-854-7771 to request information regarding the LAC-DMH designated SFPR.

Contractor shall notify the SFPR regarding all PDP acute psychiatric inpatient admissions in conformance with LAC-DMH policies and procedures relative to admission, inpatient care, treatment and discharge planning, and follow-up related to the status of the Client as identified on the IS Client Identification Screen. Failure to notify the SFPR of the admission of an Intensive Service Recipient (ISR) could result in administrative denial of payment.

Contractor will notify Office of the Public Guardian of the admission of any Clients who are publicly conserved. In the event Beneficiaries are not publicly conserved, as necessary in the opinion of Contractor, Contractor shall evaluate clients regarding their need for conservatorship and will be obligated to pursue conservatorship for qualifying individuals. Contractor shall notify the SFPR and the Office of the Public Guardian in a timely fashion of any Clients who need to be conserved (e.g., on the 10<sup>th</sup> day of a 14 day hold). Contractor will have responsibility for transporting inpatients to and from conservatorship hearings.

13. CONTRACTOR'S OBLIGATION TO ATTEND/PARTICIPATE IN MEETINGS:

Contractor's appropriately qualified clinical staff shall regularly attend and participate in all discharge planning meetings/activities involving the Los Angeles County Departments of Children and Family Services, Department of Mental Health, Department of Probation, and other meetings DMH determines relevant to the provision

of services.

Contractor(s) staff, representing the facility and specifically the Acute Inpatient Psychiatric program, will work collaboratively with Geographic/Service Area Managers to develop a partnership for the purpose of improving continuity and quality of care for Clients.

Contractor shall provide weekly meetings for hospitalized Clients to address the treatment plan, interventions, progress toward goals, and suggested modifications of same, and shall inform and invite the Service Area FFS Liaison and the Client's SFPR to these meetings in order to ensure continuity of care.

14. PROGRAM ELEMENTS FOR ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES:

Contractor shall provide Acute Psychiatric Inpatient Hospital Services to Clients in accordance with Contractor's Package and any addenda thereto, as approved in writing by the Director, for the term of this Agreement.

Acute Psychiatric Inpatient Hospital Services consist of twenty-four hour intensive service in a facility, which is a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital, that provides psychiatric treatment with the specific intent to ameliorate the symptoms of danger to self, others, or the inability to provide for food, clothing and shelter due to a mental disability as determined by qualified mental health professional staff of the facility. Acute Psychiatric Inpatient Hospital Services shall include, but are not limited to:

A. Twenty-four (24) hour a day, seven day a week mental health admission, evaluation, referral, and treatment services, and all necessary mental health treatment and care required for the entire period the individual is in the facility. (WIC 5152);



B. Services provided in conformance to all provisions in the Welfare and Institutions Code Division 5, and accompanying regulations, and Department policies regarding evaluation, treatment, patients' rights, and due process;

C. Safe and clean living environment with adequate lighting, toilet and bathing facilities, hot and cold water, toiletries, and a change of laundered bedding;

D. Three balanced and complete meals each day;

E. Twenty-four hour supervision of all Clients by properly trained personnel. Such supervision shall include, but is not limited to, personal assistance in such matters as eating, personal hygiene, dressing and undressing, and taking of prescribed medications;

F. Physical examination and medical history within twenty-four hours of admission;

G. Laboratory services when medically indicated;

H. X-Rays when medically indicated;

I. Electrocardiograms (EKG) and electroencephalograms (EEG) when medically indicated;

J. Medication supervision and/or maintenance program;

K. Support to psychiatric treatment services, including, but not limited to, daily patient review;

L. Support to psychological services;

M. Social work services;

N. Nursing services;

O. Recreational therapy services;

P. Occupational therapy services;

Q. Ongoing self-monitoring and analysis of numbers of seclusion and restraint episodes involving the staff on the unit(s), including ensuring staff are apprised of the results of the ongoing monitoring;

R. Contractor shall, as required by the SDMH, provide the Therapeutic Behavioral Services (TBS) notice, and the general Early Periodic Screening Diagnosis and Treatment (EPDST) informational notice, both prepared by the SDMH pertaining to all children qualified as Medi-Cal beneficiaries under the age of 21 at the time of their emergency psychiatric hospitalization to the adult responsible for the child at the same time such notices are provided to the child being treated by the Contractor. Contractor shall provide written documentation that adult and child received these notices to the Children's System of Care Countywide Services Bureau of the LAC-DMH within three (3) days of any admission;

S. Recommendation for further treatment, conservatorship, or referral to other existing programs, as appropriate (i.e., day care, outpatient, etc.), relative to Client needs (The form that will be used to convey this aftercare plan will be the LAC-DMH form titled, AFTERCARE/DISCHARGE PLAN AND RECOMMENDATIONS);

T. For discharge planning, honoring the preference of the Client and/or the parent of a minor, conservator, or legal guardian for the type and location of the desired

aftercare facility if administratively feasible and clinically appropriate.

U. For discharge planning, consideration of the proximity of the aftercare facility to the client's own community, family and support system.

V. Aftercare/discharge plan and procedures:

1) Contractor(s) shall ensure that all Clients have a discharge plan. The LAC DMH FFS liaison and the SFPR will participate in the development of the discharge plan. Reasonable efforts shall be made to ensure that all Clients have appropriate housing or residence upon discharge. The plan shall include a specific appointment or time at which Clients are expected to appear at an outpatient site. If the Client has either a private conservator or the Public Guardian as temporary or permanent conservator, the hospital must involve the conservator in the discharge process, give prior notice before discharge and obtain, or document efforts to obtain, the conservator's approval prior to discharge.

2) Contractor shall maintain a comprehensive and current referral source list, including all relevant treatment resources in the Client's area.

3) If the Client requires continued care and treatment, Contractor(s) shall ensure that, upon discharge, Clients receive appropriate referrals to community agencies and suitable placement, as evidenced by documentation in the Discharge and Aftercare Plan stipulating the following:

a) Clients requiring care and supervision will only be placed in licensed facilities;

b) Contractor(s) shall implement and administer procedures for ensuring that all referrals to community placements, are clean, safe and, if necessary,

supervised environments; and

c) Contractor(s) serving older adults will adhere to the following recommendations developed by the Office of the Medical Director: “Parameters for the Initial Psychiatric Assessment of Older Adults in Emergency Rooms and on Inpatient Units” and “Parameters for Discharge Planning for Older Adults”.

W. At the time of discharge of a Client, submission of a formal written aftercare plan to the SFPR and/or appropriate LAC-DMH program agency responsible for coordinating care for the Client being discharged.

X. Submission of a formal written aftercare plan to the Director or his/her designee, at the time of discharge of the Client.

Y. Maintenance of a daily census log and appropriate documentation of each day of service provided hereunder, in accordance with State regulatory (Title 9, Chapter 11) medical necessity reimbursement requirements.

16. PROGRAM ELEMENTS FOR ADMINISTRATIVE DAY SERVICES:

Contractor shall provide Administrative Day Services to Clients in accordance with Contractor's Package and any addenda thereto, as approved in writing by the Director, for the term of this Agreement.

Administrative Day Services consist of 24-hour service for a room in a facility, which is a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital, with less than full psychiatric treatment being provided where the Client is ready for a lower level of psychiatric services. Administrative Day Services are the services necessary to provide room and board after all attempts at providing alternative non-acute psychiatric services have been exhausted and shall

apply to a Client awaiting such alternative non-acute psychiatric services. The facility shall implement and document an active placement effort on behalf of each Client each day, excluding Saturdays, Sundays, and County-observed holidays, until such time as the Client is successfully placed or no longer requires additional treatment.

Administrative Day Services shall include, but are not limited to:

A. Safe and clean living environment with adequate lighting, toilet and bathing facilities, hot and cold water, toiletries, and a change of laundered bedding;

B. Three balanced and complete meals each day;

C. Twenty-four hour supervision of all Clients by properly trained personnel. Such supervision shall include, but is not limited to, personal assistance in such matters as eating, personal hygiene, dressing and undressing, and taking of prescribed medications;

D. Social work services, including discharge planning and referral;

E. Nursing services;

F. Recommendation for further treatment, conservatorship, or referral to other existing programs, as appropriate (i.e., day care, outpatient, etc.), relative to Client needs;

G. At the time of discharge of a Client, submission of a formal written aftercare plan to the SFPR and/or the appropriate LAC-DMH program agency responsible for coordinating care for the Client being discharged.

H. Submission of a formal written aftercare plan to the Director or his/her

designee, at the time of discharge of the Client.

I. Maintenance of a daily census log and appropriate documentation for each day of service provided hereunder in accordance with State regulatory (Title 9, Chapter 11) medical necessity reimbursement requirements.

J. Compliance with DMH's quality assurance efforts intended to ensure quality of care for Clients.

Service Exhibit B (PMRT)

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
CONTRACTS DEVELOPMENT AND ADMINISTRATION DIVISION**

ATTACHMENT B

**FEE-FOR-SERVICE  
MEDI-CAL PSYCHIATRIC INPATIENT HOSPITAL SERVICES AGREEMENTS  
FOR FISCAL YEARS 2015-16, 2016-17, 2017-18, 2018-19, 2019-20**

<b>Contractor Service Provision Location</b>	<b>Supv District</b>	<b>Service Area</b>	<b>Type of Hospital</b>	<b>Current Contract Allowable rate Acute Psychiatric</b>	<b>Current Contract Allowable Rate Admin. Day</b>	<b>PDP</b>
Antelope Valley Healthcare District dba: Antelope Valley Hospital 1600 West Avenue J Lancaster, CA 93534	5	1	GACH	\$600	\$519.94	YES
Aurora Charter Oak Hospital LLC dba: Aurora Behavioral Healthcare Charter Oak 1161 E. Covina Blvd Covina, CA 91724	5	3	APH	\$720	\$519.94	
Aurora Las Encinas Hospital LLC dba: Aurora Las Encinas Hospital 2900 E. Del Mar Blvd Pasadena, CA 91102	5	3	APH	\$720	\$519.94	YES
BHC Alhambra Hospital, Inc. dba: BHC Alhambra Hospital 4619 N. Rosemead Blvd Rosemead, CA 91770	1	3	APH	\$720	\$519.94	YES
CHLB, LLC dba: College Medical Center 2776 Pacific Ave Long Beach, CA 90806	4	8	GACH	\$600	\$519.94	
Citrus Valley Health Partners dba: Citrus Valley Medical Center Inter-Community Campus 210 W. San Bernardino Road Covina, CA 91723	5	3	GACH	\$600	\$519.94	
College Hospital Inc. dba: College Hospital Cerritos 10802 College Place Cerritos, CA 90703	4	7	APH	\$720	\$519.24	YES
College Hospital Inc. dba: College Hospital Costa Mesa 301 Victoria Street Costa Mesa, CA 92627	Orange.	Orange	GACH	Orange Co.	Orange Co.	YES

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
CONTRACTS DEVELOPMENT AND ADMINISTRATION DIVISION**

Deanco Healthcare, LLC dba: Mission Community Hospital 14850 Roscoe Blvd. Panorama City, CA 91402	3	2	GACH	\$600	\$519.24	YES
Del Amo Hospital, Inc. 23700 Camino Del Sol Torrance, CA 90505	4	8	APH	\$720	\$519.24	YES
Dignity Health 18300 Roscoe Blvd Northridge, CA 91328	3	2	GACH	\$600	\$519.24	
Dignity Health dba: Glendale Memorial Hospital and Health Center 1420 S. Central Ave Glendale, CA 91204	5	2	GACH	\$600	\$519.24	
East Valley Glendora Hospital, L.P 150 West Route 66 Glendora, CA 91740	5	3	GACH	\$600	\$519.24	
Glendale Adventist Medical Center 1509 Wilson Terrace Glendale, CA 91206	5	2	GACH	\$600	\$519.24	
Grancell Village of the Los Angeles Jewish Home for the Aging 7150 Tampa Ave Reseda, CA 91335	3	2	APH	\$600	\$519.24	
Long Beach Memorial Medical Center dba: Community Hospital Long Beach 1720 Termino Avenue Long Beach, CA 90804	4	8	APH	\$600	\$519.24	
Pacifica Hospital of the Valley Corporation dba: Pacifica Hospital of the Valley 9449 San Fernando Road Sun Valley, CA 91352	3	2	GACH	\$600	\$519.24	
Pasadena Hospital Association LTD. dba Huntington Memorial Hospital 100 W. California Blvd Pasadena, CA 91109	5	3	APH	\$600	\$519.24	
Prime Healthcare Services - Encino, LLC. dba: Encino Hospital Medical Center 16237 Ventura Blvd Encino, CA 91436	3	2	APH	\$600	\$519.24	



**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
CONTRACTS DEVELOPMENT AND ADMINISTRATION DIVISON**

Prime Healthcare Services II, LLC dba: Sherman Oaks Hospital 4929 Van Nuys Sherman Oaks, CA 91403	3	2	GACH	\$600	\$519.24	
Providence Health System-Southern California dba: Providence Little Company of Mary Medical Center San Pedro 1300 W. 7th Street San Pedro, CA 90732	4	8	GACH	\$600	\$519.24	
St. Francis Medical Center 3630 E. Imperial Hwy Lynwood, CA 90262	2	6	GACH	\$600	\$519.24	
Southern California Healthcare System, Inc. dba Southern California Hospital at Culver City, a wholly-owned subsidiary of Alta Hospitals System, LLC, a wholly-owned subsidiary of Prospect Medical Holdings, Inc., a wholly- owned subsidiary of Ivy Intermediate Holding Inc. a wholly-owned subsidiary of Ivy Holdings Inc. 3828 Delmas Terrace Culver City, CA 90232	2	5	GACH	\$720	\$519.94	
Southern California Healthcare System, Inc. dba: Southern California Hospital at Van Nuys 14433 Emelita Street Van Nuys, CA 91401	5	3	GACH	\$600	\$519.24	
Success Healthcare 1, LLC dba: Silver Lake Medical Center 7500 East Hellman Ave Rosemead, CA 91770	1	3	GACH	\$600	\$519.24	YES
The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA 750 Westwood Blvd Los Angeles, CA 90024	3	4	APH	\$720	\$519.24	
USC Verdugo Hills Hopsital, LLC dba Verdugo Hills Hopsital 1812 Verdugo Blvd Glendale, CA 91208	5	2	GACH	\$600	\$519.24	
White Memorial Medical Center 1720 E. Cesar Chavez Ave Los Angeles, CA 90033	1	4	GACH	\$600	\$519.24	

APH: Acute Psychiatric hospital

GACH: General Acute Care Hospital

CONTRACT NO. MH060057

AMENDMENT NO.

THIS AMENDMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2015, by and between the COUNTY OF LOS ANGELES (hereafter "County") and The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated JULY 1, 2010, identified as County Agreement No. MH060057, as subsequently amended (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Years 2010-15, County and Contractor executed Agreement MH060057 for the provision of acute psychiatric inpatient hospital services to clients who reside throughout the County of Los Angeles; and

WHEREAS, for Fiscal Year 2015-16, County and Contractor intend to amend Agreement to **extend** the term on a month to month basis, for up to six months, from July 1, 2015 to no later than December 31, 2015, so that services may continue uninterrupted to clients who reside throughout the County of Los Angeles, while the parties negotiate the terms of a revised FFS Hospital Services Agreement.

NOW, THEREFORE, County and Contractor agree that Agreement shall be amended only as follows:

1. Paragraph 1 (TERM) subparagraphs 1 through 4 shall be deleted in its entirety and the following substituted therefore:

1. TERM:

A. Initial Period: The Initial Period of this Agreement shall commence on July 1, 2015 and shall continue in full force and effect through July 31, 2015.

B. Extension Period(s): After the Initial Period, this Agreement may be extended by DMH, in its sole discretion, for up to five additional one-month terms, unless the desire of either party to terminate this Agreement is given in writing to the other party thirty days prior to termination.

(1) First Extension Period: If this Agreement is extended, the First Extension Period shall commence on August 1, 2015 and shall continue in full force and effect through August 31, 2015.

(2) Second Extension Period: If this Agreement is extended, the Second Extension Period shall commence on September 1, 2015 and shall continue in full force and effect through September 30, 2015.

(3) Third Extension Period: If this Agreement is extended, the Third Extension Period shall commence on October 1, 2015 and shall continue in full force and effect through October 31, 2015.

(4) Fourth Extension Period: If this Agreement is extended, the Fourth Extension Period shall commence on November 1, 2015 and shall continue in full force and effect through November 30, 2015.

(5) Fifth Extension Period: If this Agreement is extended, the Fifth Extension Period shall commence on December 1, 2015 and shall continue in full force and effect through December 31, 2015.

- 2. Contractor shall provide services in accordance with the Contractor's Fiscal Year 2010-15 Contract Package for this Agreement and any addenda thereto approved in writing by Director or his designee.
- 3. Except as provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County’s Director of Mental Health, or his designee, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA  
\_\_\_\_\_  
CONTRACTOR

By \_\_\_\_\_  
Name J. Thomas Rosenthal, M.D.  
Title Associate Vice Chancellor,  
Chief Medical Officer

(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By \_\_\_\_\_  
Chief, Contracts Development  
and Administration Division

# CONTRACTS ADMINISTRATION

MENTAL HEALTH SERVICES AGREEMENT  
CONTRACT ALLOWABLE RATE - FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES

CONTRACTOR

The Regents of the University of California on behalf of the

MH060057

Contract Number

Resnick Neuropsychiatric Hospital at UCLA

MH060026

Reference Number

Business Address:

10920 Wilshire Boulevard, Suite 1850

Los Angeles, CA 90024-6502

Contract Headquarters' Supervisorial District(s) 3

Mental Health Service Area: 5

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## DISTRIBUTION

(Please type in the applicable name for each)

Medical Director: Roderick Shaner, M.D.    Lead Manager: Pansy Washington, District Chief

K:    S        or U X

FFS Hospital Agreement FY2010-13

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MENTAL HEALTH SERVICES AGREEMENT  
CONTRACT ALLOWABLE RATE - FEE FOR SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES

THIS AGREEMENT is made and entered into this 15<sup>th</sup> day of July, 2010, by and between the County of Los Angeles (hereafter "County"), and The Regents of the University of California  
on behalf of the Resnick  
Neuropsychiatric Hospital at UCLA  
(hereafter "Contractor")

Business Address:

10920 Wilshire Boulevard, Suite 1850

Los Angeles, CA 90024-6502

WHEREAS, County desires to provide to those persons in Los Angeles County who qualify therefore certain mental health services contemplated and authorized by the California Welfare and Institutions Code Section 5775 et seq., Joint Commission on Accreditation of Health Care Organizations (JCAHCO) accreditation standards; and

WHEREAS, Contractor is equipped, staffed, and prepared to provide these services as described in this Agreement; and

WHEREAS, pursuant to California Welfare and Institutions Code Section 5775 et seq., County is authorized to contract with various providers of Psychiatric Inpatient Hospital Services for Medi-Cal beneficiaries that seek reimbursement for such services under the Medi-Cal Local Mental Health Plan (LMHP) program; and

WHEREAS, Contractor recognizes that this Agreement is formed under California Welfare and Institutions Code Section 5775 et seq. and State of California regulations adopted pursuant thereto which authorize County to contract for the provision of Psychiatric Inpatient Hospital Services to Medi-Cal beneficiaries eligible for such services under the Medi-Cal Fee-For-Service program in accordance with the terms and conditions negotiated by County; and

WHEREAS, these services shall be provided by Contractor in accordance with all applicable federal, State and Local Mental Health Plan (LMHP) laws, ordinances, rules, regulations, manuals, guidelines, and directives, which may include, but are not necessarily limited to, the following: California Welfare and Institutions Code Section 5775 et seq., including, but not limited to, Sections 5776, 5777, 5778 and 5780; Medi-Cal Act, California Welfare and Institutions Code Section 14000 et seq.; California Welfare and Institutions Code Sections 14680, 14681, 14682, 14683, and 14684; California Government Code Sections 26227 and 53703; Title XIX of the Social Security Act, 42 United States Code Section 1396 et seq.; California Penal Code Section 11164 et seq.; California Code of Regulations Titles 9 and 22; Medi-Cal Acute Psychiatric Inpatient Hospital Services Consolidation Emergency and Permanent Regulations issued by the

1 California Department of Mental Health; Los Angeles County Department of Mental Health's Contract Manual  
2 for Mental Health Services Agreement - Contract Allowable Rate Fee For Service Psychiatric/Inpatient  
3 Hospital Services Format; policies and procedures including specific procedures relating to contract  
4 compliance for Treatment Authorization Request approvals developed by County; State's Medicaid Plan;  
5 policies and procedures issued by the California Department of Mental Health; policies and procedures  
6 issued by the California Department of Health Services; and policies and procedures issued by the LMHP;  
7 and

8 WHEREAS, this Agreement is authorized by California Welfare and Institutions Code Section 5775  
9 et seq., California Government Code Sections 23004, 26227 and 53703, and otherwise.

10 NOW, THEREFORE, Contractor and County agree as follows:

11 **PREAMBLE**

12 For over a decade, the County has collaborated with its community partners to enhance the capacity  
13 of the health and human services system to improve the lives of children and families. These efforts require,  
14 as a fundamental expectation, that the County's contracting partners share the County and community's  
15 commitment to provide health and human services that support achievement of the County's vision, goals,  
16 values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the  
17 adoption of the Customer Service and Satisfaction Standards.

18 The County of Los Angeles' Vision is to improve the quality of life in the County by providing  
19 responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and  
20 prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration  
21 is anchored in the shared values of:

- Responsiveness
- Professionalism
- Accountability
- Compassion
- Integrity
- Commitment
- A Can – Do Attitude
- Respect for Diversity

22 These shared values are encompassed in the County Mission to enrich lives through effective caring  
23 service and the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3)  
24 Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children's and Families' Well-Being; 6) Community  
25 Services; 7) Health and Mental Health and 8) Public Safety. Improving the well-being of children and families  
26 requires coordination, collaboration, and integration of services across functional and jurisdictional  
27 boundaries, by and between County departments/agencies, and community and contracting partners.

28 The basic conditions that represent the well-being we seek for all children and families in Los  
29 Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in  
30 January 1993.

- 31 • Good Health;
- 32 • Economic Well-Being;
- 33 • Safety and Survival;
- 34 • Emotional and Social Well-Being; and

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• *Education and Workforce Readiness.*

Recognizing no single strategy – in isolation – can achieve the County’s outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County’s health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the following values and goals for guiding this effort to integrate the health and human services delivery system:

- ✓ Families are treated with respect in every encounter they have with the health, educational, and social service systems.
- ✓ Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- ✓ There is no “wrong door”: wherever a family enters the system is the right place.
- ✓ Families receive services tailored to their unique situations and needs.
- ✓ Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services and resources.
- ✓ The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- ✓ The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- ✓ In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- ✓ County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally competent, accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- ✓ County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- ✓ County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- ✓ County agencies and their partners create incentives to reinforce the direction toward service integration and seamless service delivery system.
- ✓ The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County’s five outcomes for children and families; good health, safety and survival, economic

1 well-being, social and emotional well-being, and education and workforce readiness.

2 The County, its clients, contracting partners, and the community will continue to work together to  
3 develop practical ways to make County services more accessible, customer friendly, better integrated, and  
4 outcome-focused. Several departments have identified shared themes in their strategic plans for achieving  
5 these goals including: making an effort to become more consumer/client-focused; valuing community  
6 partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-  
7 disciplinary team approach. County departments are also working to provide the Board of Supervisors and  
8 the community with a better understanding of how resources are being utilized, how well services are being  
9 provided, and what are the results of the services: is anyone better off?

10 The County of Los Angeles health and human service departments and their partners are working  
11 together to achieve the following ***Customer Service And Satisfaction Standards*** in support of improving  
12 outcomes for children and families.

13 *Personal Service Delivery*

14 The service delivery team – staff and volunteers – will treat customers and each other with courtesy,  
15 dignity, and respect.

- 16 • Introduce themselves by name
- 17 • Listen carefully and patiently to customers
- 18 • Be responsive to cultural and linguistic needs
- 19 • Explain procedures clearly
- 20 • Build on the strengths of families and communities

21 *Service Access*

22 Service providers will work proactively to facilitate customer access to services.

- 23 • Provide services as promptly as possible
- 24 • Provide clear directions and service information
- 25 • Outreach to the community and promote available services
- 26 • Involve families in service plan development
- 27 • Follow-up to ensure appropriate delivery of services

28 *Service Environment*

29 Service providers will deliver services in a clean, safe, and welcoming environment, which supports  
30 the effective delivery of services.

- 31 • Ensure a safe environment
- 32 • Ensure a professional atmosphere
- 33 • Display vision, mission, and values statements
- 34 • Provide a clean and comfortable waiting area
- 35 • Ensure privacy
- 36 • Post compliant and appeals procedures

37 The basis for all County health and human services contracts is the provision of the highest level of  
38 quality services that support improved outcomes for children and families. The County and its contracting  
39 partners must work together and share a commitment to achieve a common vision, goals, outcomes, and  
40 standards for providing services.

1 1. TERM:

2 A. Initial Period: The Initial Period of this Agreement shall commence on July 1, 2010 and  
3 shall continue in full force and effect through June 30, 2011.

4 B. Automatic Renewal Period(s): After the Initial Period, this Agreement shall be  
5 automatically renewed without further action by the parties hereto unless either party desires to terminate this  
6 Agreement at the end of the Initial Period or First Automatic Renewal Period and gives written notice to the  
7 other party not less than thirty (30) days prior to the end of the initial period or at the end of the First  
8 Automatic Renewal Period, as applicable.

9 (1) First Automatic Renewal Period: If this Agreement is automatically renewed, the  
10 First Automatic Renewal Period shall commence on July 1, 2011 and shall continue in full force and effect  
11 through June 30, 2012.

12 (2) Second Automatic Renewal Period: If this Agreement is automatically renewed, the  
13 Second Automatic Renewal Period shall commence on July 1, 2012 and shall continue in full force and effect  
14 through June 30, 2013.

15 (3) Third Automatic Renewal Period: If this Agreement is automatically renewed, the  
16 Second Automatic Renewal Period shall commence on July 1, 2013 and shall continue in full force and effect  
17 through June 30, 2014.

18 (4) Fourth Automatic Renewal Period: If this Agreement is automatically renewed, the  
19 Second Automatic Renewal Period shall commence on July 1, 2014 and shall continue in full force and effect  
20 through June 30, 2015.

21 2. TERMINATION WITHOUT CAUSE: This Agreement may be terminated by either party at any time  
22 without cause by giving at least 30 calendar days prior written notice to the other party.

23 3. IMMEDIATE TERMINATION BY COUNTY:

24 A. In addition to any other provisions for termination provided in this Agreement, this  
25 Agreement may be terminated by County immediately if County determines that:

26 (1) Any federal, State, and/or County funds are not available for this Agreement or any  
27 portion thereof; or

28 (2) Contractor has failed to initiate delivery of services within 30 days of the  
29 commencement date of this Agreement; or

30 (3) Contractor has failed to comply with any of the provisions of Paragraphs 18.  
31 (NONDISCRIMINATION IN SERVICES), 19. (NONDISCRIMINATION IN EMPLOYMENT), 21.  
32 (INDEMNIFICATION AND INSURANCE), 22. (WARRANTY AGAINST CONTINGENT FEES), 23.  
33 (CONFLICT OF INTEREST), 28. (DELEGATION AND ASSIGNMENT), 29. (SUBCONTRACTING), 34.  
34 (CHILD SUPPORT COMPLIANCE PROGRAM), and/or 48. (CERTIFICATION OF DRUG-FREE WORK  
35 PLACE) and/or; 54. (CONTRATOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED  
36 PROGRAM); or

1 (4) In accordance with Paragraph 35. (TERMINATION FOR INSOLVENCY), 36.  
2 (TERMINATION FOR DEFAULT), 37.(TERMINATION FOR IMPROPER CONSIDERATION), 49. (COUNTY  
3 LOBBYISTS), and/or 64. (TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE  
4 WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM).

5 B. This Agreement shall terminate as of June 30 of the last Fiscal Year for which funds for this  
6 Agreement were appropriated by County as provided in Paragraph 7 (COUNTY'S OBLIGATION FOR  
7 CURRENT AND FUTURE FISCAL YEARS).

8 C. In the event that this Agreement is terminated, then:

9 (1) Upon issuance of any notice of termination, Contractor shall make immediate and  
10 appropriate plans to transfer or refer all beneficiaries receiving services under this Agreement to other  
11 agencies for continuing services in accordance with the beneficiaries needs. Such plans shall be subject to  
12 prior written approval of Director or his designee, except that in specific cases, as determined by Contractor,  
13 where an immediate beneficiary transfer or referral is indicated. Contractor may make an immediate transfer  
14 or referral. If Contractor terminates this Agreement, all costs related to all such transferees or referrals as  
15 well as all costs related to all continuing services shall not be a charge to this Agreement nor reimbursable in  
16 any way under this Agreement

17 (2) Any termination of this Agreement by County shall be approved by County's Board  
18 of Supervisors.

19 D. Six Months Notification of Agreement Expiration: Contractor shall notify County when this  
20 Agreement is within six (6) months of expiration. Contractor shall send such notice to those persons and  
21 addresses which are set forth in Paragraph 65 (NOTICES).

22 4. ADMINISTRATION: Director or his designee shall have the authority to administer this Agreement  
23 on behalf of County. All references to the actions or decisions to be made by the County in this Agreement  
24 shall be made by the Director or his designee unless otherwise expressly provided.

25 A. The Director may designate one or more person(s) to act as his/her designee for the  
26 purposes of administering this Agreement.

27 B. Contractor shall designate in writing a Single Point of Contact who shall function as liaison  
28 with County regarding Contractor's performance hereunder.

29 C. Contractor shall not maintain, utilize, or otherwise arrange for mobile 5150 assessment  
30 personnel or processes outside the confines of the Contractor's facility without the written consent of the  
31 Director, or his designee.

32 5. DESCRIPTION OF SERVICES:

33 A. General:

34 (1) Contractor shall provide Acute Psychiatric Inpatient Hospital Services to any  
35 Beneficiary in need of such services as authorized by this Agreement and shall assume total liability and  
36 responsibility for the provision of all Acute Psychiatric Inpatient Hospital Services rendered to any such

1 Beneficiary, either directly or through subcontractors as permitted under this Agreement.

2 Contractor shall provide Psychiatric Inpatient Hospital Services in the form as described in  
3 Service Exhibit A (FEE-FOR-SERVICE MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL  
4 SERVICES), the Program Description of the Contracts Allowable Rate Fee-For-Service Medi-Cal Acute  
5 Psychiatric Inpatient Hospital Services Contract Package (contract package) for this Agreement as approved  
6 in writing by Director or his designee, including any addenda thereto as approved in writing by Director of his  
7 designee, and otherwise in this Agreement.

8 Contractor shall accept as payment in full for these Acute Psychiatric Inpatient Hospital  
9 Services the payment from Fiscal Intermediary as provided in Paragraph 6 (FINANCIAL PROVISIONS).

10 (2) Contractor shall, at its own expense, provide and maintain all facilities and  
11 professional, allied and supportive paramedical personnel necessary and appropriate to provide all Acute  
12 Psychiatric Inpatient Hospital Services.

13 (3) Contractor shall, at its own expense, provide and maintain all organizational and  
14 administrative capabilities to carry out all its obligations and responsibilities under this Agreement and all  
15 applicable statutes and regulations pertaining to Medi-Cal providers.

16 B. Licensure And Certification As Conditions Precedent To Contractor's Eligibility For  
17 Reimbursement:

18 (1) Contractor hereby represents and warrants that it is currently, and for the term of  
19 this Agreement shall remain, licensed as a general acute care hospital or acute psychiatric hospital in  
20 accordance with California Health and Safety Code Section 1250 et seq. and CCR Title 9 Chapter 11  
21 Subchapter 1810.217, 1810.219.

22 (2) Contractor hereby represents and warrants that it is currently, and for the term of  
23 this Agreement shall remain, certified as a Medi-Cal provider under Title XIX.

24 (3) Contractor agrees that compliance with its obligations to remain licensed as a  
25 general acute care hospital or acute psychiatric hospital as provided in this Subparagraph B and certified as a  
26 Medi-Cal provider under Title XIX as provided in this Subparagraph B, shall be express conditions precedent  
27 to Contractor's eligibility for reimbursement under this Agreement.

28 C. Utilization Controls As Conditions Precedent To Contractor's Eligibility For Reimbursement:  
29 As express conditions precedent to Contractor's eligibility for reimbursement under this Agreement,  
30 Contractor shall adhere to all utilization controls and obtain prior authorization, if applicable, for services in  
31 accordance with the Medi-Cal Psychiatric Inpatient Hospital Services Consolidation Emergency Regulations  
32 issued by CDMH, LMHP, and this Agreement.

33 D. Quality Of Care As Condition Precedent To Contractor's Eligibility For Reimbursement: As  
34 an express condition precedent to Contractor's eligibility for reimbursement under this Agreement and  
35 regardless of whether services are rendered directly or through subcontractors as permitted under this  
36 Agreement, Contractor shall:

1 (1) Assure that any and all Beneficiaries receive care as required by the Medi-Cal  
2 Acute Psychiatric Inpatient Hospital Services Consolidation Emergency Regulations issued by CDMH and  
3 this Agreement.

4 (2) Take such action as required by Contractor's medical staff bylaws against any  
5 medical staff members who violate those bylaws.

6 (3) Provide Acute Psychiatric Inpatient Hospital Services to Beneficiaries in the same  
7 manner and at the same level as Contractor provides to all other patients/clients to whom Contractor renders  
8 similar services.

9 (4) Not discriminate against any Beneficiary in any manner whatsoever, including, but  
10 not limited to, admission practices, placement in special or separate wings or rooms, and provision of special  
11 or separate meals.

12 E. Assumption Of Financial Risk By Contractor: Notwithstanding any other provision of this  
13 Agreement, regardless of whether services are rendered directly or through subcontractors as permitted  
14 under this Agreement, Contractor shall bear the total financial risk for the cost of all Acute Psychiatric  
15 Inpatient Hospital Services rendered to each Beneficiary covered by this Agreement. As used in this  
16 Subparagraph E, the term "risk" means that Contractor shall accept as payment in full for any and all Acute  
17 Psychiatric Inpatient Hospital Services the payments made by Fiscal Intermediary pursuant to this  
18 Agreement. Such acceptance shall be made regardless of whether the cost of such services and related  
19 administrative expenses shall have exceeded reimbursement under this Agreement. The term "risk" also  
20 includes, but is not limited to, the cost for all Acute Psychiatric Inpatient Hospital Services for all illness or  
21 injury which may result from or is contributed to by any catastrophe or disaster which occurs subsequent to  
22 the effective date of this Agreement, including, but not limited to, acts of God, war or the public enemy.

23 F. Service Location(s): Except as authorized by County pursuant to Paragraph 29.  
24 (SUBCONTRACTING), Contractor shall provide all Acute Psychiatric Inpatient Hospital Services under this  
25 Agreement only at the following Contractor facility(ies): 150 Westwood Plaza, Los Angeles, CA 90095.

26 Contractor shall obtain the prior written consent of Director at least seventy days before terminating  
27 services at any such location(s) and/or before commencing such services at any other location(s).

28 6. FINANCIAL PROVISIONS:

29 A. Contract Allowable Rates (CAR): This is a CAR agreement. Fiscal Intermediary shall  
30 reimburse Contractor during the term of this Agreement for Acute Psychiatric Inpatient Hospital Services  
31 provided to Beneficiaries in accordance with WIC Section 5775 et seq., the Medi-Cal Acute Psychiatric

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32 Inpatient Hospital Services Consolidation Emergency Regulations issued by CDMH, and this Agreement.  
33 Reimbursement for Acute Psychiatric Inpatient Hospital Services shall be at the applicable CAR for Acute  
34 Psychiatric Inpatient Hospital Services and Administrative Day Services as mutually agreed upon between  
35 Contractor and County and shown in this Subparagraph A less any available third party coverage and/or  
36 Medi-Cal Share Of Cost as determined pursuant to Subparagraph B (Billing Procedures As Conditions



1 *Precedent To Contractor's Eligibility For Reimbursement).*

2 Acute Psychiatric Inpatient Hospital Services shall be provided in either a licensed acute psychiatric  
3 hospital or a distinct acute psychiatric part of a licensed general acute care hospital. Acute Psychiatric  
4 Inpatient Hospital Services provided in an acute psychiatric hospital which is larger than sixteen beds shall be  
5 reimbursed only for Beneficiaries age 20 or younger or 65 and older.

6 During the term of this Agreement, the CAR for Acute Psychiatric Inpatient Hospital Services shall  
7 be:

8 (1) SIX HUNDRED TWENTY-SEVEN DOLLARS (\$627) per day of service for each  
9 Medi-Cal Beneficiary during the Period of this Agreement as described in Paragraph 1 (TERM).

10 The CAR shall cover all services, including, but not limited to, medical ancillaries provided by  
11 Contractor to deliver a day of service of Acute Psychiatric Inpatient Hospital Services. Notwithstanding the  
12 foregoing, the CAR shall not include the cost of physician services and psychologist services rendered to  
13 Beneficiaries, nor shall it include the cost of transportation services incurred in providing Acute Psychiatric  
14 Inpatient Hospital Services. The cost of physician services, psychologist services, and transportation  
15 services shall not be reimbursed by the CAR.

16 During the term of this Agreement, the Contract Allowable Rate for Administrative Day  
17 Services shall be at the reimbursement rate determined by CDMH.

18 The CAR shall cover all services, including, but not limited to, medical ancillaries provided by  
19 Contractor to deliver a day of service of Administrative Day Services. Notwithstanding the foregoing, the  
20 CAR shall not include the cost of physician services and psychologist services rendered to Beneficiaries, nor  
21 shall it include the cost of transportation services incurred in providing Administrative Day Services. The cost  
22 of physician services, psychologist services, and transportation services shall not be reimbursed by the CAR.

23 Each Fiscal Year or portion thereof of the term of this Agreement, reimbursement for Acute  
24 Psychiatric Inpatient Hospital Services shall be made on the basis of: (1) approximately fifty percent FFP  
25 funds which are paid by Fiscal Intermediary to Contractor pursuant to this Agreement; and (2) approximately  
26 fifty percent match from funds which are allocated by State for County specifically for Acute Psychiatric  
27 Inpatient Hospital Services, which are paid by Fiscal Intermediary to Contractor pursuant to this Agreement,  
28 and which qualify as eligible FFP matching funds.

29 Notwithstanding any other provision of this Agreement, Contractor shall be entitled to  
30 reimbursement from Fiscal Intermediary for Acute Psychiatric Inpatient Hospital Services only: (1) if there is  
31 a Treatment Authorization Request for the particular Acute Psychiatric Inpatient Hospital Services or  
32 Administrative Day Services which has been submitted by Contractor to County as required by this  
33 Agreement and approved by County; (2) if the particular Acute Psychiatric Inpatient Hospital Services or  
34 Administrative Day Services provided pursuant to the County-approved Treatment Authorization Request are  
35 consistent with the County-approved Treatment Authorization Request and are appropriate for clinical  
36 reimbursement as determined by Director or his designee; (3) to the extent that funds allocated by State for

1 County specifically for Acute Psychiatric Inpatient Hospital Services are available as eligible FFP matching  
2 funds; and (4) for all Los Angeles County Regional Center beneficiaries, the County, acting as the Local  
3 Mental Health Plan, shall only be responsible for authorizing a maximum reimbursement for four (4)  
4 administrative days.

5 B. Billing Procedures As Conditions Precedent To Contractor's Eligibility For Reimbursement:

6 As an express condition precedent to Contractor's eligibility for reimbursement under this  
7 Agreement, Contractor shall determine:

8 (1) Whether the Acute Psychiatric Inpatient Hospital Services for which claim is made  
9 are covered, in whole or in part, under any other State or federal medical care program or under any other  
10 contractual or legal entitlement, including, but not limited to, any private group indemnification or insurance  
11 program or workers' compensation, and (2) whether the Beneficiaries for whom claim is made are  
12 responsible for any/all Medi-Cal Share Of Cost for the particular Acute Psychiatric Inpatient Hospital  
13 Services. Notwithstanding any other provision of this Agreement, to the extent that any such third party  
14 coverage and/or Medi-Cal Share Of Cost is available, Contractor's reimbursement shall be reduced.

15 (2) As a further express condition precedent to Contractor's eligibility for reimbursement  
16 under this Agreement, Contractor shall submit claims on the prescribed form and with the appropriate  
17 allowable psychiatric accommodation codes to Fiscal Intermediary for reimbursement for all Acute  
18 Psychiatric Inpatient Hospital Services rendered to Beneficiaries, either directly or through subcontractors as  
19 permitted under this Agreement, in accordance with all applicable requirements.

20 (3) Contractor shall claim a day of service of Acute Psychiatric Inpatient Hospital  
21 Services or Administrative Day Services for each Beneficiary who occupies an inpatient psychiatric bed at  
22 12:00 midnight in Contractor's facility(ies), based on the particular services provided at that time. Contractor  
23 shall claim a day of service for the Beneficiary for the day of admission and not the day of discharge;  
24 however, a day of service may be claimed if the Beneficiary is admitted and discharged during the same day,  
25 provided that such admission and discharge is not within twenty-four hours of a prior discharge.

26 C. Government Funding Restrictions: This Agreement shall be subject to any restrictions,  
27 limitations, or conditions imposed by State, including, but not limited to, those contained in State's Budget  
28 Act, which may in any way affect the provisions or funding of this Agreement. This Agreement shall also be  
29 subject to any additional restrictions, limitations, or conditions imposed by the federal government which may  
30 in any way affect the provisions or funding of this Agreement.

31 D. Recovery Of Overpayments: When an audit or review performed by County, State and/or  
32 federal governments or by any other authorized agency discloses that Contractor has been overpaid under  
33 this Agreement, then the overpayment shall be due by Contractor to County.

34 For federal audit exceptions, federal audit appeal processes shall be followed. County recovery of  
35 federal overpayment shall be made in accordance with all applicable federal laws, regulations, manuals,  
36 guidelines, and directives.

1 For State, County and other authorized agency audit and/or review exceptions, County shall recover  
2 the payment from Contractor within sixty days of the date of the applicable audit report or other determination  
3 of overpayment, provided that if State recovers the overpayment from County before the end of such sixty  
4 days, then County shall immediately recover the overpayment from Contractor. Within ten days after written  
5 notification by County to Contractor of any overpayment due by Contractor to County, Contractor shall notify  
6 County as to which of the following two payment options Contractor requests be used as the method by  
7 which the overpayment shall be recovered by County. Any overpayment shall be: (1) paid in one cash  
8 payment by Contractor to County or (2) paid by cash payment(s) by Contractor to County over a period not to  
9 exceed such sixty days. If Contractor does not so notify County within such ten days or if Contractor fails to  
10 make payment of any overpayment to County as required, then the total amount of the overpayment, as  
11 determined by Director or his designee, shall be immediately due and payable.

12 E. Contractor Appeal Procedures: Contractor may appeal the processing or payment of any of  
13 its claims for Acute Psychiatric Inpatient Hospital Services or the denial of any request for reimbursement of  
14 Acute Psychiatric Inpatient Hospital Services in accordance with the Medi-Cal Acute Psychiatric Inpatient  
15 Hospital Services Consolidation Emergency Regulations issued by CDMH.

16 F. County Audit Settlements: If, at any time during the term of this Agreement or at any time  
17 after the expiration or termination of this Agreement, authorized representatives of County conduct an audit  
18 or review regarding the Acute Psychiatric Inpatient Hospital Services provided hereunder and if such audit or  
19 review finds that the dollar liability of County and/or federal governments for such services is less than the  
20 payments made by Fiscal Intermediary to Contractor, then the difference shall be due by Contractor to  
21 County. Within thirty days after written notification by County to Contractor of any such difference due by  
22 Contractor to County, Contractor shall pay County by one cash payment.

23 G. Interest Charges on Delinquent Payments: If Contractor, without good cause as determined  
24 in the sole judgment of Director, fails to pay County any amount due to County under this Agreement within  
25 sixty days after the due date, as determined by Director, then Director, in Director's sole discretion and after  
26 written notice to Contractor, may assess interest charges at a rate equal to County's Pool Rate, as  
27 determined by County's Auditor-Controller, per day on the delinquent amount due commencing on the sixty-  
28 first day after the due date. The interest charges shall be paid by Contractor to County by cash payment  
29 upon demand.

30 H. For Healthy Families Providers Only:

31 (1) Healthy Families Reimbursement:

32 (a) Title XXI Healthy Families funds shall be paid to Contractor only for State  
33 approved claims for Title XXI Healthy Families services and only to the extent that 1) the Contractor has  
34 compiled with federal and State Laws, regulation, manuals, guidelines, and directives, 2) eligible FFP  
35 matching funds are available under this Agreement, and only after County has received FFP payment from  
36 the State.

1 (b) Reimbursement to the Contractor for services to Serious Emotionally  
2 Disturbed (SED) Healthy Families Program Member (HFPM) will be existing rates for existing mental health  
3 services under this Agreement.

4 (2) Healthy Families Suspension of Payments: At the sole discretion of Director,  
5 payments to Contractor under this Agreement shall be suspended if Director determines that Contractor is in  
6 default under any of the provisions of this Agreement, of if the State fails to make prompt payment as  
7 determined by Director on County's claims to State.

8 I. No payment for Services Provided following Expiration/Termination of Contract: Contractor  
9 shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for  
10 any service provided by Contractor after the expiration or other termination of this Contract. Should  
11 Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such  
12 funds to County. Payment by County for services rendered after expiration/termination of this Contract shall  
13 not constitute a waiver of County's right to recover such payment from Contractor. This provision shall  
14 survive the expiration or other termination of this Contract.

15 J. Limitation of County's Obligation Due to Non-Appropriation of Funds: Notwithstanding any  
16 other provision of this Agreement, County shall not be obligated For Contractor's performance hereunder or  
17 by any provision of this Agreement during this or any of County's future fiscal years unless and until County's  
18 Board of Supervisors appropriates funds for this Agreement in County's Budget for each such fiscal year.  
19 Should County, during this or any subsequent fiscal year impose budgetary restrictions which appropriate  
20 less than the amount provided for in Subparagraph A (Contract Allowable Rates (CAR)) and Subparagraph C  
21 (Government Funding Restrictions) of this Agreement, County shall reduce services under this Agreement  
22 consistent with such imposed budgetary reductions. In the event funds are not appropriated for this  
23 Agreement, this Agreement shall terminate as of June 30 of the last fiscal year for which funds were  
24 appropriated. County shall notify Contractor of any such changes in allocation of funds at the earliest  
25 possible date.

26 K. Suspension of Payments: Payments to Contractor under this Agreement shall be  
27 suspended if Director, for good cause, determines that Contractor is in default under any of the provisions of  
28 this Agreement. Except in cases of alleged fraud or similar intentional wrongdoing, at least 30 calendar days  
29 notice of such suspension shall be provided to Contractor, including a statement of the reason(s) for such  
30 suspension. Thereafter, contractor may, within 15 calendar days, request reconsideration of the Director's  
31 decision. Payments shall not be withheld pending the results of the reconsideration process.

32 7. COUNTY'S OBLIGATION FOR CURRENT AND FUTURE FISCAL YEARS: Notwithstanding any  
33 other provision of this Agreement, this Agreement shall not be effective and binding upon the parties unless  
34 and until County's Board of Supervisors appropriates funds for purposes hereof in County's Budget for  
35 County's current Fiscal Year. Further, County shall not be obligated for Contractor's performance hereunder  
36 or by any provision of this Agreement during any of County's future Fiscal Years unless and until County's

1 Board of Supervisors appropriates funds for purposes hereof in County's Budget for each such future Fiscal  
2 Year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as  
3 of June 30 of the last Fiscal Year for which funds were appropriated.

4 8. STAFFING: Contractor shall operate throughout the term of this Agreement with staff, including, but  
5 not limited to, professional staff, as indicated in Contractor's contract package for this Agreement, as  
6 approved in writing by Director or his designee, including any addenda thereto as approved in writing by  
7 Director or his designee and, as required by WIC and CCR. Such staff shall be qualified and shall possess  
8 all appropriate licenses in accordance with WIC Sections 5778 and all other applicable requirements of the  
9 California Business and Professions Code, WIC, CCR and State Policy Letters and function within the scope  
10 of practice as dictated by licensing boards/bodies. Contractor shall have available and shall provide upon  
11 request to authorized representatives of County, a list of all persons by name, title, professional degree, and  
12 experience, who are providing any services under this agreement.

13 9. STAFF TRAINING AND SUPERVISION: Contractor shall institute and maintain an in-service  
14 training program of treatment review and case conferences in which all its professional, para-professional,  
15 intern, student and clinical volunteer personnel shall participate. Contractor shall institute and maintain  
16 appropriate supervision of all persons providing services under this Agreement with particular emphasis on  
17 the supervision of para-professionals, interns, students, and clinical volunteers. Contractor shall be  
18 responsible for the provision of mandatory training for all staff at the time of initial employment and on an  
19 ongoing basis as required by Federal and State law, including but not limited to HIPAA and Sexual  
20 Harassment. Contractor shall be responsible for the training of all appropriate staff on State and County  
21 policies and procedures as well as on any other matters that County may reasonably require.

22 Contractor shall document and make available upon request by the Federal, State and/or County the  
23 type and number of hours of training provided to Contractor's officers, employees, agents, and  
24 subcontractors.

25 10. PROGRAM SUPERVISION, MONITORING AND REVIEW: Director or his designee shall have the  
26 right to monitor and specify the kind, quality, appropriateness, timeliness, amount of services, and the criteria  
27 for determining the persons to be served. To assure compliance with this Agreement and for any other  
28 reasonable purpose relating to performance of this Agreement, and subject to the provisions of State and  
29 federal law, Authorized County, State and/or federal representatives shall have the right to enter Contractor's  
30 premises (including all other places where duties under this Agreement are being performed, with or without  
31 notice, to inspect, monitor and/or audit Contractor's facilities, programs and procedures, or to otherwise  
32 evaluate the work performed or being performed; review and copy any records and supporting  
33 documentation pertaining to the performance of this Agreement; and elicit information regarding the  
34 performance of this Agreement or any related work. The representatives and designees of such agencies  
35 may examine, audit and copy such records at the site at which they are located. Contractor shall provide  
36 access to facilities and shall cooperate and assist County, State, and/or Federal representatives and

1 designees in the performance of their duties. Unless otherwise agreed upon in writing, Contractor must  
2 provide specified data upon request by County, State, and/or Federal representative and designees within  
3 ten (10) State working days for monitoring purposes.

4 11. PERFORMANCE STANDARDS AND OUTCOME MEASURES: The Contractor shall comply with  
5 all applicable Federal, State, and County policies and procedures relating to performance standards and  
6 outcome measures including but not limited to those performance standards and outcome measures  
7 required by specific Federal or State funding, which has policies or procedures for performance standards  
8 and/or outcome measures included as part of the Contractor's contract and shall apply for all County policies,  
9 procedures, or departmental bulletins approved by the Director or his designee for performance standards  
10 and/or outcome measures. County will notify Contractor whenever County policies or procedures are to  
11 apply to this contract provision at least, where feasible, 30 days prior to implementation. These federal, State  
12 or County performance standards and/or outcome measures will be used as part of the determination of the  
13 effectiveness of the services delivered by Contractor.

14 12. COUNTY'S QUALITY MANAGEMENT PROGRAM:

15 A. Contract shall establish and maintain a Quality Management Program. Contractor's written  
16 Quality Management Program shall describe its quality assurance, quality improvement and utilization  
17 review structure, process, decisions, actions and monitoring, in accordance with the Department's Quality  
18 Improvement Program Policy No. 105.1, to ensure that the quality and appropriateness of care delivered  
19 to clients of the mental health system meets or exceeds the established County, State, and federal service  
20 standards and complies with the standards set by the State Department of Mental Health through the  
21 Medi-Cal Performance Contract.

22 B. The Contractor's Quality Management Program shall be consistent with Department's  
23 Quality Improvement Program Policy No. 105.1 including the Department's Quality Improvement Work  
24 Plan and participation in Service Area Quality Assurance and Quality Improvement Committee meetings  
25 as outlined in Policy No. 105.1.

26 C. The Contractor's Quality Management Program shall be consistent with the Department's  
27 Cultural Competency Plan.

28 D. The Contractor's level of performance under this Agreement shall be evaluated by the  
29 County no less than annually. Failure to meet performance standards may place Contractor's Agreement  
30 in jeopardy; performance deficits that are not remedied will be reported to the Board of Supervisors. The  
31 report shall include improvement/corrective action measures taken by the County and Contractor. If  
32 improvement does not occur consistent with the corrective action measures, County may terminate this  
33 Agreement or invoke other remedies as specified in this Agreement.

34 13. RECORDS AND AUDITS:

35 A. Records:

36 (1) General:

1 (a) Contractor shall maintain books, records, documents and other evidence  
2 as well as accounting procedures and practices sufficient to reflect properly all direct and indirect costs of  
3 whatever nature claimed to have been incurred in the performance of this Agreement.

4 (b) Contractor shall maintain all the information described in Subparagraph (a)  
5 in accordance with the Federal Health Care Financing Administration's Health Insurance Manual Volume 15  
6 (HIM 15) and generally accepted accounting principles.

7 (c) Contractor shall maintain medical records required by CCR Title 22,  
8 Sections 70747 through 70751, and other records relating to a Beneficiary's eligibility for services, the  
9 services rendered, the Beneficiary to whom the services were rendered, the date(s) of service, the medical  
10 necessity of the services, and the quality of the care provided. Records shall be maintained in accordance  
11 with CCR Title 22, Section 51476.

12 (d) In addition to the requirements in this Paragraph 13, Contractor shall  
13 comply with any additional record requirements described in the Service Exhibit(s) and shall adequately  
14 document the delivery of all services described in this Agreement.

15 (2) Beneficiary Records: Contractor shall maintain treatment and other records of  
16 all services in accordance with all applicable County, State and federal requirements on each individual  
17 Beneficiary which shall include, but not be limited to, Beneficiary identification number, Integrated System (IS)  
18 Beneficiary face sheet, all data elements required by the IS, consent for treatment form, initial evaluation  
19 form, treatment plan, progress notes and discharge summary.

20 All such records shall be maintained by Contractor for a minimum period of seven years  
21 following discharge of the Beneficiary or termination of services (except that the records of unemancipated  
22 minors shall be kept at least one year after such minor has reached the age of eighteen years and in any  
23 case not less than seven years), or until any litigation, claim, negotiation, County, State and/or federal audit,  
24 and/or other action involving the records, is fully resolved, whichever is later. During such retention period, all  
25 such records shall be made available during County's normal business hours to authorized representatives of  
26 County, State, and/or federal governments for purposes of inspection, program review, and/or audit. In the  
27 event any records are located outside Los Angeles County, Contractor shall pay County for all travel, per  
28 diem, and other costs incurred by County for any inspection or audit at such other location.

29 (3) Financial Records: Contractor shall prepare and maintain, on a current basis,  
30 accurate and complete financial records of its activities and operations relating to this Agreement in  
31 accordance with generally accepted accounting principles and all guidelines, standards, and procedures  
32 which may be provided by County to Contractor. Minimum standards for accounting principles are set forth in  
33 County's Auditor-Controller's Contract Accounting and Administration Handbook which shall be furnished to  
34 Contractor by County upon request.

35 The entries in all financial records must be readily traceable to applicable source  
36 documentation (e.g. remittance invoices, vendor invoices, employee timecards signed by employee and

1 countersigned by supervisor in ink, subsidiary ledgers and journals, appointment logs, patient ledger cards,  
2 etc.). Any apportionment of costs shall be made in accordance with the requirements of the Federal Health  
3 Care Financing Administration's Health Insurance Manual Volume 15 (HIM 15) and other guidelines,  
4 standards, and procedures which may be provided by County to Contractor.

5 All such records shall be maintained by Contractor for a minimum period of seven years  
6 following the expiration or termination of the Agreement, or until any litigation, claim, negotiation, County,  
7 State and/or federal audit, and/or other action involving the records, is fully resolved, whichever is later.  
8 During such retention period, all such records shall be made available during County's normal business  
9 hours to authorized representatives of County, State, and/or federal governments for purposes of inspection,  
10 program review, and/or audit. In the event any records are located outside Los Angeles County, Contractor  
11 shall pay County for all travel, per diem, and other costs incurred by County for any inspection or audit at  
12 such other location.

13 (4) Preservation of Records: If, following termination of this Agreement, Contractor's  
14 facility(ies) is (are) closed or if majority ownership of Contractor changes, then within seventy-two hours  
15 thereafter, Director of SDMH and Director shall be notified thereof by Contractor in writing of all arrangements  
16 made by Contractor for preservation of all the Beneficiary, financial, and other records referred to in this  
17 Paragraph 13.

18 B. Audits:

19 (1) Contractor shall provide County, State and/or federal governments, and their  
20 authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe, any  
21 pertinent transaction, activity, time cards, or any other records or information relating to this Agreement.

22 (2) County, State and/or federal governments may, in their sole discretion, perform  
23 periodic fiscal and/or program review(s) of Contractor's records that relate to this Agreement. If County  
24 determines that the results of any such reviews indicate the need for corrective action, Contractor shall within  
25 30 days after receiving the findings of the fiscal and/or program review either (a) submit a plan of action to  
26 DMH, or (b) request a review by the Director or his designee. If Contractor requests a review by the Director  
27 or his designee within the 30 days, and if a corrective plan of action is then required, Contractor shall have 30  
28 days to submit its corrective plan of action.

29 (3) County, State and/or federal governments may conduct onsite reviews and audits  
30 during normal working hours with at least 72-hour notice, except that unannounced onsite reviews and  
31 requests for information may be made in those exceptional situations where arrangement of an appointment  
32 is not possible or is inappropriate to the nature of the intended visit

33 (4) Audit Reports: In the event that any audit of any or all aspects of this Agreement is  
34 conducted of Contractor by any federal or State auditor, or by any auditor or accountant employed by  
35 Contractor or otherwise, then Contractor shall file a copy of such audit report(s) with DMH's Contracts  
36 Development and Administration Division within 30 days of Contractor's receipt thereof, unless otherwise



1 provided by applicable federal or State law or under this Agreement. Contractor shall promptly notify County  
2 of any request for access to information related to this Agreement by any other governmental agency.

3 (5) California Department of Mental Health Access to Records: Contractor agrees that  
4 for a period of seven years or until final audit is completed, whichever occurs later, following the furnishing of  
5 services under this Agreement, Contractor shall maintain and make available to the California Department of  
6 Mental Health, the Secretary of the United States Department of Health and Human Services or the  
7 Controller General of the United States, and any other authorized federal and State agencies, or to any of  
8 their duly authorized representatives, the contracts, books, documents and records of Contractor which are  
9 necessary to verify the nature and extent of the cost of services hereunder. Furthermore, if Contractor  
10 carries out any of the services provided hereunder through any subcontract with a value or cost of Ten  
11 Thousand Dollars (\$10,000) or more over a 12-month period with a related organization (as the term is  
12 defined under federal law), Contractor agrees that each such subcontract shall provide for such access to  
13 subcontract, books, documents and records of the subcontractor as provided in Paragraph 10 (PROGRAM  
14 SUPERVISION, MONITORING AND REVIEW) and in this Paragraph 13.

15 (6) Federal Access To Records: If, and to the extent that, Section 1861(v)(1)(I) of the  
16 Social Security Act (42 United States Code Section 1395x(v)(1)(I)) is applicable, Contractor agrees that for a  
17 period of five years following the furnishing of services under this Agreement, Contractor shall maintain and  
18 make available, to the Secretary of the United States Department of Health and Human Services or the  
19 Controller General of the United States, or to any of their duly authorized representatives, the contracts,  
20 books, documents and records of Contractor which are necessary to verify the nature and extent of the cost  
21 of services hereunder. Furthermore, if Contractor carries out any of the services provided hereunder through  
22 any subcontract with a value or cost of TEN THOUSAND DOLLARS (\$10,000) or more over a 12-month  
23 period with a related organization (as that term is defined under federal law), Contractor agrees that each  
24 such subcontract shall provide for such access to the subcontract, books, documents and records of the  
25 subcontractor as provided in Paragraph 10 and in this Paragraph 13.

26 14. REPORTS:

27 A. General: Contract shall make reports as required by Director or his designee or by State  
28 regarding Contractor's activities and operations as they relate to Contractor's performance of this Agreement.  
29 In no event may County require such reports unless it has provided Contractor with at least 30 days' prior  
30 written notification. County shall provide Contractor with a written explanation of the procedures for reporting  
31 the required information.

32 B. County's Claims Processing Information System:

33 (1) Contractor shall participate in the County's Processing Information System as  
34 required by Director or his designee. Contractor Shall report to County, all program, Beneficiary, staff, and  
35 other data and information about Contractor's services, within the specified time periods as required by  
36 County Chief Information Office's Training Manuals, Bulletins, Reference Guide, FFS Inpatient Provider

1 Reference Manual and Updates, and any other County requirements, in no event, no later than 40 calendar  
2 days after the close of each Fiscal Year in which the services were provided.

3 (2) Notwithstanding any other provision of this Agreement, only those days of service of  
4 Acute Psychiatric Inpatient Hospital Services and Administrative Day Services, as set forth on County-  
5 approved Treatment Authorization Requests and properly entered into the County's Claims Processing  
6 Information System, shall be counted as reimbursable services. Contractor shall ensure that all data  
7 reported in the County's Claims Processing Information System is accurate and complete. Contractor has  
8 responsibility to review all provider reports and to report any discrepancies to County's Claims Processing  
9 Information System representatives. Admission data must be entered by Contractor into the County's Claims  
10 Processing Information System within 24 hours of the time of admission.

11 (3) After the close of the monthly County's Claims Processing Information System  
12 reporting period, no data and information relating to services for that month may be added without the written  
13 approval of Director or his designee.

14 (4) There may be good cause reasons that prevent Contractor from entering into the  
15 County's Claims Processing Information System all data and information documenting days of service of  
16 Acute Psychiatric Inpatient Hospital Services and Administrative Day Services before the close of a particular  
17 month. If, after the close of the monthly County's Claims Processing Information System reporting period,  
18 Contractor desires to enter any data and information documenting services for a particular month, then  
19 Contractor shall submit a request in writing setting forth the good cause reasons which prevented Contractor  
20 from timely entering such particular data and information into County's Claims Processing and Information  
21 System. Director or his designee may, at his sole discretion, approve in writing Contractor's request to enter  
22 the data and information into the County's Claims Processing Information System. Notwithstanding any other  
23 provision of this Agreement, the only services which shall be considered legitimate and reimbursable shall be  
24 those services as entered by Contractor into the County's Claims Processing Information System.

25 (5) Contractor shall train its staff in the operation, procedures, policies, and all related  
26 use, of County's Claim Processing Information System as required by County. County shall train Contractor's  
27 designated trainer in the operation, procedures, policies, and all related use of the County's Claims  
28 Processing Information System.

29 15. CONFIDENTIALITY: Contractor shall maintain the confidentiality of all records and information,  
30 including, but not limited to, claims, County records, Beneficiary records and information, and County's  
31 Claims Processing Information System, records and reports, in accordance with WIC Sections 5328 through  
32 5330, inclusive, and all other applicable County, State, and federal laws, ordinances, rules, regulations,  
33 manuals, guidelines, and directives, relating to confidentiality and privacy. Contractor shall require all its  
34 officers, employees, and agents providing services hereunder to acknowledge, in writing, understanding of,  
35 and agreement to fully comply with, all such confidentiality and privacy provisions. Contractor shall indemnify  
36 and hold harmless County, its officers, employees, and agents, from and against any and all loss, damage,

1 liability, and expense arising from any disclosure of such records and information by Contractor, its officers,  
2 employees, or agents.

3 16. BENEFICIARIES RIGHTS: Contractor shall comply with all applicable beneficiaries rights  
4 provisions, including, but not limited to, WIC Section 5325 et seq., CCR Title 9, Section 850 et seq., and CCR  
5 Title 22, including, but not limited to, Section 70707. Contractor shall also comply with all beneficiary's  
6 policies provided by County. Contractor shall post in a conspicuous place a written policy on beneficiary's  
7 rights in accordance with WIC Section 5325 and CCR Title 22, Section 70707.

8 CDMH, County Patients' Rights Advocates and/or other DMH staff designated by Director or his  
9 designee, and any other authorized agencies shall be given access by Contractor to beneficiary's records,  
10 and Contractor's personnel in order to investigate any complaints by beneficiaries and/or to monitor  
11 Contractor's compliance with all applicable statutes, regulations, manuals and policies.

12 17. REPORTING OF BENEFICIARY ABUSE AND RELATED PERSONNEL REQUIREMENTS:

13 A. Elders And Dependent Adults Abuse: Contractor, and all persons employed or  
14 subcontracted by Contractor, shall comply with WIC Section 15630 et seq. and shall report all known or  
15 suspected instances of physical abuse of elders and dependent adults under the care of Contractor either to  
16 an appropriate County adult protective services agency or to a local law enforcement agency, as mandated  
17 by these WIC Sections 15630, and permitted by 15631 and 15632. Contractor and all persons employed or  
18 subcontracted by Contractor, shall make the report on such abuse, and shall submit all required information,  
19 in accordance with WIC Sections 15630, 15633 and 15633.5.

20 B. Minor Children Abuse: Contractor and all persons employed or subcontracted by  
21 Contractor, shall comply with California Penal Code (hereafter "PC") Section 11164 et seq. and shall report  
22 all known or suspected instances of child abuse to an appropriate child protective agency, as mandated by  
23 California Penal Code 11164, 11165.8 and 11166. Contractor and all persons employed or subcontracted by  
24 Contractor, shall make the report on such abuse, and shall submit all required information, in accordance  
25 with PC Sections 11166 and 11167.

26 C. Contractor Staff:

27 (1) Contractor shall assure that any person who enters into employment as a care  
28 custodian of elders, dependent adults or minor children, or who enters into employment as a health or other  
29 practitioner, prior to commencing employment, and as a prerequisite to that employment, shall sign a  
30 statement on a form provided by Contractor in accordance with the above code sections to the effect that  
31 such person has knowledge of, and will comply with, these code sections.

32 (2) Contractor shall assure that clerical and other non-treatment staff who are not  
33 legally required to directly report suspected cases of abuse, consult with mandated reporters upon  
34 suspecting any abuse.

35 (3) For the safety and welfare of elders, dependent adults, and minor children,  
36 Contractor, and any/all Sub-Contractors, shall, to the maximum extent permitted by law, ascertain arrest and

1 conviction records for all current and prospective employees and shall not employ or continue to employ any  
2 person convicted of any crime involving any harm or inappropriate behavior to elders, dependent adults, or  
3 minor children.

4 (4) Contractor shall not employ or continue to employ, or shall take other appropriate  
5 action to fully protect all persons receiving services under this Agreement concerning, any person whom  
6 Contractor knows, or reasonably suspects, has committed any acts which are inimical to the health,  
7 morals, welfare, or safety of elders, dependent adults or minor children, or which otherwise make it  
8 inappropriate for such person to be employed by Contractor.

9 18. NONDISCRIMINATION IN SERVICES:

10 A. Contractor shall not discriminate in the provision of services hereunder because of race,  
11 religion, national origin, ancestry, gender, age, marital status, sexual orientation and/or physical or mental  
12 handicap, or medical conditions, (except to the extent clinically appropriate), in accordance with  
13 requirements of federal and State law. For the purpose of this Paragraph 18, discrimination in the  
14 provision of services may include, but is not limited to, the following: denying any person any service or  
15 benefit or the availability of a facility; providing any service or benefit to any person which is different, or is  
16 provided in a different manner or at a different time, from that provided to others; subjecting any person to  
17 segregation or separate treatment in any matter related to the receipt of any service; restricting any person  
18 in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or  
19 benefit; and treating any person differently from others in determining admission, enrollment, eligibility,  
20 membership, or any other requirement or condition which persons must meet in order to be provided any  
21 service or benefit. Contractor shall take affirmative action to ensure that those beneficiaries who  
22 qualify for services under this Agreement are provided services without regard to ability to pay or source of  
23 payment, race, religion, national origin, ancestry, gender, age, marital status, sexual orientation and/or  
24 physical or mental handicap or medical condition.

25 B. Contractor shall establish and maintain written complaint procedures under which any  
26 person applying for or receiving any services under this Agreement may seek resolution from Contractor  
27 of a complaint with respect to any alleged discrimination in rendering services by Contractor's personnel.  
28 Such procedures shall also include a provision whereby any such person, who is dissatisfied with  
29 Contractor's resolution of the matter, shall be referred by Contractor to Director or his designee for the  
30 purpose of presenting his complaint of the alleged discrimination. Such complaint procedures shall also  
31 indicate that if such person is not satisfied with County's resolution or decision with respect to the  
32 complaint of alleged discrimination, such person may appeal the matter to the State if appropriate.

33 C. Contractor shall not employ discriminatory practices in the admission of any person,  
34 assignment or accommodations, or otherwise. Any time any person applies for services under this  
35 Agreement, such person shall be advised by Contractor of the complaint procedures described in the  
36 above paragraph. A copy of such complaint procedures shall be posted by Contractor in each of

1 Contractor's facilities where services are provided under this Agreement in a conspicuous place, available  
2 to the public.

3 19. NONDISCRIMINATION IN EMPLOYMENT:

4 A. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries,  
5 or holding companies are and will be treated equally by it without regard to, or because of, race, color,  
6 religion, national origin, ancestry, gender sex, age, marital status, condition of physical disability (including  
7 HIV and AIDS) or mental disability, medical condition (e.g. cancer), denial of family care leave, or political  
8 affiliation, and in compliance with all applicable federal and State anti-discrimination laws and regulations.

9 The applicable regulations of the Fair Employment and Housing Commission implementing Government  
10 Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of  
11 Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in  
12 full. Contractor and its subcontractors shall give written notice of their obligations under this clause to  
13 labor organizations with which they have a collective bargaining or other agreement.

14 B. Contractor shall take affirmative steps to ensure that qualified applicants are employed, and  
15 that employees are treated during employment, without regard to race, color, religion, national origin,  
16 ancestry, gender, age, marital status, sexual orientation, condition of physical disability (including HIV and  
17 AIDS) or mental disability, medical condition (e.g. cancer), denial of family care leave, or political affiliation.  
18 Such treatment shall include, but is not limited to, the following actions: employment, promotion, demotion,  
19 transfer, recruitment or recruitment or recruitment advertising, layoff or termination, rates of pay or other  
20 forms of compensation, selection for training, including apprenticeship and granting or denying family care  
21 leave. Contractor shall not discriminate against or harass, nor shall it permit harassment of, its employees  
22 during employment based upon race, color, religion, national origin, ancestry, gender, age, marital status,  
23 sexual orientation, condition of physical disability (including HIV and AIDS) or mental disability, medical  
24 condition (e.g.cancer), denial of family care leave, or political affiliation in compliance with all applicable  
25 federal and State anti-discrimination laws and regulations. Contractor shall insure that the evaluation and  
26 treatment of its employees and applicants for employment are free from such discrimination and harassment,  
27 and will comply with the provisions of the Fair Employment and Housing Act (Government Code Section  
28 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title  
29 2, Section 7285.0 et seq.).

30 C. Contractor shall deal with its subcontractors, bidders, or vendors without regard to or  
31 because of race, color, religion, ancestry, national origin, gender, age, marital status, sexual orientation,  
32 condition of physical disability (including HIV and AIDS) or mental disability, medical condition (e.g. cancer)  
33 denial of family care leave, or political affiliation. Further, Contractor shall give written notice of its obligations  
34 under this Paragraph 17 to labor organizations with which it has a collective bargaining or other agreement.

35 D. Contractor shall allow County representatives access to its employment records during  
36 regular business hours to verify compliance with the provisions of this Paragraph 19 when so requested by

1 Director or his designee.

2 E. If County finds that any of the above provisions has been violated, the same shall constitute  
3 a material breach of this Agreement upon which County may immediately terminate or suspend this  
4 Agreement. The County reserves the right to determine independently that the anti-discrimination provisions  
5 of this Agreement have been violated. In addition, a determination by the California Fair Employment  
6 Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has  
7 violated State or federal anti-discrimination laws or regulations shall constitute a finding by County that  
8 Contractor has violated the anti-discrimination provisions of this Agreement.

9 F. In the event that Contractor violates any of the anti-discrimination provisions of this  
10 Paragraph 19. County shall be entitled, at its option, to the sum of FIVE HUNDRED DOLLARS (\$500)  
11 pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this  
12 Agreement.

13 20. FAIR LABOR STANDARDS: Contractor shall comply with all applicable provisions of the Federal  
14 Fair Labor Standards Act, and shall indemnify, defend, and hold harmless County, its officers, employees,  
15 and agents, from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages,  
16 penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to,  
17 the Federal Fair Labor Standards Act, for services performed by Contractor's employees for which County  
18 may be found jointly or solely liable.

19 21. INDEMNIFICATION AND INSURANCE

20 A. Indemnification by Contractor: Contractor shall indemnify, defend and hold harmless the  
21 County, its Special Districts, elected and appointed officers, employees and agents from and against any and  
22 all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney  
23 and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from  
24 or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

25 Indemnification by County: County shall indemnify, defend and hold harmless the  
26 Contractor its Special Districts, elected and appointed officers, employees and agents from and against any  
27 and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including  
28 attorney and expert witness fees), arising from or connected with the County's acts and/or omissions arising  
29 from or connected with the County's acts and/or omissions arising from and/or relating to this Contract.

30 B. General Provisions for all Insurance Coverage: Without limiting Contractor's indemnification  
31 of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract  
32 have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the  
33 requirements specified in Subparagraphs B. and C. of this Paragraph 21. These minimum insurance  
34 coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any  
35 other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way  
36 warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from

1 or relate to this Contract. County may elect to satisfy all or any portion of this insurance requirement through  
2 the use of commercial or self-insurance or any combination therefore.

3 1) Evidence of Coverage and Notice to County

4 (a) Certificate(s) of insurance coverage (Certificate) satisfactory to County, and  
5 a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been  
6 given Insured status under the Contractor's General Liability policy, shall be delivered to County at the  
7 address shown below and provided prior to commencing services under this Contract.

8 (b) Renewal Certificates shall be provided to County not less than 10 days prior  
9 to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of  
10 any required Contractor and/or Sub-Contractor Insurance policies at any time.

11 (c) Certificates shall identify all Required Insurance coverage types and limits  
12 specified herein, reference this Contract by name or number, and be signed by an authorized representative  
13 of the insurer(s). The Insured party name on the Certificate shall provide the full name of each insurer  
14 providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its  
15 financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand  
16 (\$50,000.00) dollars, and list any County required endorsement forms.

17 (d) Neither the County's failure to obtain, nor the County's receipt of, or failure  
18 to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or  
19 information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be constructed as a  
20 waiver of any of the Required Insurance provisions.

21 Certificates and copies of any required endorsements shall be sent to:

22 **County of Los Angeles – Department of Mental Health**  
23 **550 South Vermont Ave., 5<sup>th</sup> Floor**  
24 **Los Angeles, CA 90020**

25 Contractor also shall promptly report to County any injury or property damage accident or incident,  
26 including any injury to a Contractor employee occurring on County property, and any loss, disappearance,  
27 destruction, misuse, or theft of County property, monies or securities entrusted to Contractor or any of its  
28 Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or  
29 lawsuit against Contractor and/or County.

30 2) Additional Insured Status and Scope of Coverage

31 The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents,  
32 Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status  
33 under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and  
34 completed operations performed on behalf of the County. County and its Agents additional insured status  
35 shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions,  
36 whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of

1 County's minimum Required Insurance specifications endorsement form is acceptable providing it satisfies  
2 the Required Insurance provisions herein.

3 3) Cancellation of Insurance

4 Except in the case of cancellation for non-payment of premium, Contractor's  
5 insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty  
6 (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior  
7 notice may be given to County in event of cancellation for non-payment of premium.

8 4) Failure to Maintain Insurance

9 Contractor's failure to maintain or to provide acceptable evidence that it maintain the  
10 Required Insurance shall constitute a material breach of the Contract, upon which County immediately may  
11 withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole  
12 discretion, may obtain damages from Contractor resulting from said breach.

13 5) Insurer Financial Ratings

14 Coverage shall be placed with insurers acceptable to the County with A.M. Best  
15 ratings of not less than A:VII unless otherwise approved by County.

16 6) Contractor's Insurance Shall Be Primary

17 Contractor's insurance policies, with respect to any claims related to this Contract,  
18 shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained  
19 insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

20 7) Waivers of Subrogation

21 To the fullest extent permitted by law, the Contractor hereby waives its rights and its  
22 insurer(s) rights of recovery against County under all the Required Insurance for any loss arising from or  
23 relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation  
24 endorsements which may be necessary to effect such waiver.

25 8) Subcontractor Insurance Coverage Requirements

26 Contractor shall include all Subcontractors as insureds under Contractor's own  
27 policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage.  
28 Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance  
29 provisions herein, and shall require that each Subcontractor name the County and Contractor as additional  
30 insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and  
31 approval of any Subcontractor request for modification of the Required Insurance.

32 9) Deductibles and Self-Insured Retentions (SIRs)

33 Contractor's policies shall not obligate the County to pay any portion of any  
34 Contractor deductible or SIR. County will recognize and accept SIRs in Contractor's General Liability policy.

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10) Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

11) Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

12) Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the Standard ISO (Insurance Service Office, Inc.) separation of insureds provisions with no insured exclusions or limitations.

13) Alternative Risk Financing Programs

The County reserves the right to review, and then approve Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as Additional Coverage Party under any approved program.

14) County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

C. Insurance Coverage:

1) Commercial General Liability Insurance (providing scope of coverage equivalent to

ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising injury:	\$1 million
Each Occurrence:	\$1 million

2) Automobile Liability Insurance (providing scope of coverage equivalent to ISO policy

form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combination or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

1                   3)     Workers Compensation and Employers' Liability insurance or qualified self-  
2 insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not  
3 less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or  
4 temporary staffing firm or a professional employer organization (PEO), coverage also shall include an  
5 Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01  
6 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that  
7 County will receive not less than thirty (30) days advance written notice of cancellation of this coverage  
8 provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the  
9 requirements of any federal workers or workmen's compensation law or any federal occupational disease  
10 law.

11                   4)     Unique Insurance Coverage

12                             (a)     Sexual Misconduct Liability

13                                     Insurance covering actual or alleged claims for sexual misconduct and/or  
14 molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent  
15 employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a  
16 person(s) who committed any acts of abuse, molestation, harassment, mistreatment of a sexual nature.

17                             (b)     Professional Liability/Errors and Omissions

18                                     Insurance covering Contractor's liability arising from or related to the  
19 Contract, with limits of not less than \$1 million per claim and \$3 million aggregate. Further, Contractor  
20 understands and agrees it shall maintain such coverage for a period of not less than three (3) years following  
21 this Agreement's expiration, termination or cancellation.

22 22.     WARRANTY AGAINST CONTINGENT FEES: Contractor warrants that no person or selling agency  
23 has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for  
24 any commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide  
25 established commercial or selling agencies maintained by Contractor for the purpose of securing business.  
26 For Contractor's breach or violation of this warranty, County may, in its sole discretion, deduct from the  
27 Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage,  
28 brokerage, or contingent fee.

29 23.     CONFLICT OF INTEREST:

30             A.     No County employee whose position in County enables such employee to influence the  
31 award or administration of this Agreement or any competing agreement, and no spouse or economic  
32 dependent of such employee, shall be employed in any capacity by Contractor or have any direct or indirect  
33 financial interest in this Agreement. No officer or employee of Contractor who may financially benefit from  
34 the provision of services hereunder shall in any way participate in County's approval, or ongoing evaluation,  
35 / of such services, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of  
36 such services.

1 B. Contractor shall comply with all conflict of interest laws, ordinances and regulations now in  
2 effect or enacted during the term of this Agreement. Contractor warrants that it is not now aware of any  
3 facts which create a conflict of interest. If Contractor hereafter becomes aware of any facts which might  
4 reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of  
5 such facts to County. Full written disclosure shall include, without limitation, identification of all persons  
6 implicated and complete description of all relevant circumstances.

7 24. UNLAWFUL SOLICITATION: Contractor shall require all of its employees to acknowledge, in  
8 writing, understanding of and agreement to comply with the provisions of Article 9 of Chapter 4 of Division 3  
9 (commencing with Section 6150) of California Business and Professions Code (i.e., State Bar Act provisions  
10 regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative  
11 steps in its performance hereunder to insure that there is no violation of such provisions by its employees.  
12 Contractor shall utilize the attorney referral service of all those bar associations within the County of Los  
13 Angeles that have such a service.

14 25. INDEPENDENT STATUS OF CONTRACTOR:

15 A. This Agreement is by and between County and Contractor and is not intended, and shall not  
16 be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or  
17 association, as between County and Contractor. The employees and agents of one party shall not be, or be  
18 construed to be, the employees or agents of the other party for any purpose whatsoever.

19 B. Contractor shall be solely liable and responsible for providing to, or on behalf of, all  
20 persons performing work pursuant to this Agreement all compensation and benefits. County shall have no  
21 liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits,  
22 federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or  
23 on behalf of Contractor.

24 C. Contractor understands and agrees that all persons performing services pursuant to this  
25 Agreement are, for purposes of workers' compensation liability, the sole employees of Contractor and not  
26 employees of County. Contractor shall be solely liable and responsible for furnishing any and all workers'  
27 compensation benefits to any person as a result of any injuries arising from or connected with any services  
28 performed by or on behalf of Contractor pursuant to this Agreement.

29 D. Contractor shall obtain and maintain on file an executed Contractor Employee  
30 Acknowledgment of Employer in the form as contained in Contractor's contract package for this Agreement,  
31 for each of its employees performing services under this Agreement. Such Acknowledgments shall be  
32 executed by each such employee on or immediately after the commencement date of this Agreement but in  
33 no event later than the date such employee first performs services under this Agreement.

34 26. CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF OR FORMER  
35 COUNTY EMPLOYEES ON A REEMPLOYMENT LIST: To the extent feasible under Contractor's collective  
36 bargaining agreements, should Contractor require additional or replacement personnel after the effective date

1 of this Agreement to perform the services set forth herein, Contractor shall give first consideration for such employment  
2 openings to qualified permanent County employees who are targeted for layoff or qualified former County employees  
3 who are on a reemployment list during the term of this Agreement.

4 27. CONSIDERATION FOR HIRING GREATER AVENUES FOR INDEPENDENCE (GAIN)  
5 PARTICIPANTS OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR

6 EMPLOYMENT: To the extent feasible under Contractor's collective bargaining agreements, should  
7 Contractor require additional or replacement personnel after the effective date of this Agreement, Contractor  
8 shall give consideration for any such employment openings to participants in the County's Department of  
9 Public Social Services' GAIN or GROW who meet Contractor's minimum qualifications for the open position.  
10 If contractor decides to pursue consideration of GAIN/GROW participants for hiring, Contractor shall provide  
11 information regarding job openings and job requirements to Department of Public Social Services  
12 GAIN/GROW staff at GAINGROW@dpss.lacounty.gov. County will refer GAIN/GROW participants, by job  
13 category, to Contractor.

14 Note: In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County  
15 employees shall be given first priority.

16 28. DELEGATION AND ASSIGNMENT:

17 A. Contractor shall not assign its rights or delegate its duties under this Agreement, or both,  
18 whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted  
19 assignment or delegation without such consent shall be null and void. For purposes of this paragraph,  
20 County consent shall require a written amendment to this Agreement, which is formally approved and  
21 executed by the parties. Any payments by County to any approved delegate or assignee on any claim under  
22 this Agreement shall be deductible, at County's sole discretion, against the claims which Contractor may  
23 have against County.

24 B. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell,  
25 exchange, assign, or divest themselves of any interest they may have in Contractor. However, in the event  
26 any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority  
27 control of Contractor to any person(s), corporation, partnership, or legal entity other than the; majority  
28 controlling interest therein at the time of execution of this Agreement, such disposition shall be deemed is an  
29 assignment requiring the prior written consent of County in accordance with applicable provisions of this  
30 Agreement.

31 C. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties,  
32 responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through  
33 assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration  
34 for any reason whatsoever without County's express prior written approval, shall be a material breach of this  
35 Agreement which may result in the termination of this Agreement. In the event of such termination, County  
36 shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by  
37 Contractor.

1 D. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell,  
2 exchange, assign, or divest themselves of any interest they may have therein. However, in the event any  
3 such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control  
4 of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling  
5 interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the  
6 prior written consent of County in accordance with applicable provisions of this Agreement.

7 E. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties,  
8 responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through  
9 assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration  
10 for any reason whatsoever without County's express prior written approval, shall be a material breach of the  
11 Agreement which may result in the termination of the Agreement. In the event of such termination, County  
12 shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by  
13 Contractor.

14 29. SUBCONTRACTING:

15 A. With the exception of registry nurses and/or other staffing agency, personnel (Registry  
16 Personnel) who may provide services at Contractor's facilities in the ordinary course of Contractor's  
17 business, no performance of this Agreement, or any portion thereof, shall be subcontracted by Contractor  
18 without the prior written consent of County as provided in this Paragraph. Any attempt by Contractor to  
19 subcontract any performance, obligation, or responsibility under this Agreement, without the prior written  
20 consent of County, shall be null and void and shall constitute a material breach of this Agreement.  
21 Notwithstanding any other provision of this Agreement, in event of any such breach by Contractor, this  
22 Agreement may be terminated forthwith by County. Notwithstanding any other provision of this Agreement,  
23 the parties do not in any way intend that any person or entity shall acquire any rights as a third party  
24 beneficiary of this Agreement.

25 B. If Contractor desires to subcontract any portion of its performance, obligations, or  
26 responsibilities under this Agreement, with the exception of Registry Personnel, Contractor shall make a  
27 written request to County, for written approval to enter into the particular subcontract. Contractor's request to  
28 County shall include:

- 29 (1) The reasons for the particular subcontract.
- 30 (2) A detailed description of the services to be provided by the subcontract.
- 31 (3) Identification of the proposed subcontractor and an explanation of why and how the  
32 proposed subcontractor was selected, including the degree of competition involved.
- 33 (4) A description of the proposed subcontract amount and manner of compensation,  
34 together with Contractor's cost or price analysis thereof.
- 35 (5) A copy of the proposed subcontract which shall contain the following provision:  
36 "This contract is a subcontract under the terms of the prime contract with the County of Los

1 Angeles and shall be subject to all of the provisions of such prime contract.”

2 (6) A copy of the proposed subcontract, if in excess of \$10,000 and utilizes public  
3 funds, shall also contain the following provision:

4 “The contracting parties shall be subject to the examination and audit of the State Auditor,  
5 pursuant to the California Government Code, Section 8546.7 for a period of seven (7) years from the end of  
6 the Fiscal Year in which such services were provided or until final resolution of any audits, whichever occurs  
7 later.” The Contractor will also be subject to the examination and audit of the State Auditor.

8 (7) Any other information and/or certifications requested by County.

9 C. County shall review Contractor's request to subcontract and shall determine, in its sole  
10 discretion, whether or not to consent to such request on a case-by-case basis.

11 D. Contractor shall ensure that all subcontractors providing services on behalf of Contractor  
12 under this Agreement, including Registry Personnel, shall be required to maintain insurance as required  
13 by university to cover the provision of services hereunder. Contractor shall further ensure that all such  
14 independent contractor arrangements shall require the subcontractor to provide indemnification for any of  
15 their negligent acts and/or omissions.

16 Contractor shall indemnify and hold harmless County, its officers, employees, and agents,  
17 from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense  
18 costs and legal fees, arising from or related to Contractor's use of any subcontractor, including any  
19 officers, employees, or agents of any subcontractor, in the same manner as required for Contractor, its  
20 officers, employees, and agents, under this Agreement.

21 E. Notwithstanding any County consent to any subcontracting, Contractor shall remain fully  
22 liable and responsible for any and all performance required of it under this Agreement, and no subcontract  
23 shall bind or purport to bind County. Further, County approval of any subcontract shall not be construed to  
24 limit in any way any Contractor's performance, obligations, or responsibilities, to County, nor shall such  
25 approval limit in any way any of County's rights or remedies contained in this Agreement. Additionally,  
26 County approval of any subcontract shall not be construed in any way to constitute the determination of  
27 the allowability or appropriateness of any cost or payment under this Agreement.

28 F. In the event that County consents to any subcontracting, such consents shall be subject  
29 to County's right to give prior and continuing approval of any and all subcontractor personnel providing  
30 services under such subcontract. Contractor shall assure that any subcontractor personnel not approved  
31 by County shall be immediately removed from the provision of any services under the particular  
32 subcontract or that other action is taken as requested by County. County shall not be liable or responsible  
33 in any way to Contractor, to any subcontractor, or to any officers, employees, or agents of Contractor or  
34 any subcontractor, for any liability, damages, costs or expenses arising from or related to County's  
35 exercise of such right.

36 G. In the event that County consents to any subcontracting, such consent shall be subject to

1 County's right to terminate, in whole or in part, any subcontract at any time upon written notice to  
2 Contractor when such action is deemed by County to be in its best interest. County shall not be liable or  
3 responsible in any way to Contractor, to any subcontractor, or to any officers, employees, or agents of  
4 Contractor or any subcontractor, for any liability, damages, costs, or expenses arising from or related to  
5 County's exercise of such right.

6 H. In the event that County consents to any subcontracting, each and all of the provisions of  
7 this Agreement and any amendment thereto shall extend to, be binding upon, and inure to the benefit of, the  
8 successors or administrators of the respective parties.

9 I. In the event that County consents to any subcontracting, such consent shall apply to each  
10 particular subcontract only and shall not be, or be construed to be, a waiver of this Paragraph 29 or a blanket  
11 consent to any further subcontracting.

12 J. Contractor shall deliver to the Chief of DMH's Contracts Development and Administration  
13 Division a fully executed copy of each subcontract entered into by Contractor pursuant to this Paragraph 29,  
14 on or immediately after the effective date of the subcontract but in no event later than the date any services  
15 are performed under the subcontract.

16 K. In the event that County consents to any subcontracting, Contractor shall obtain and  
17 maintain on file an executed Subcontractor Employee Acknowledgement of Employer, in the form as  
18 contained in Contractor's contract package for the Agreement, for each of the subcontractor's employees  
19 performing services under the subcontract. Such Acknowledgements shall be obtained and maintained on  
20 file and made available upon request on or immediately after the commencement date of the particular  
21 subcontract but in no event later than the date such employee first performs any services under the  
22 subcontract.

23 L. County shall have no liability or responsibility whatsoever for any payment or other  
24 compensation for any subcontractor or its officers, employees, and agents.

25 M. Director or his designee is hereby authorized to act for and on behalf of County pursuant to  
26 this Paragraph 29, including, but not limited to, consenting to any subcontracting.

27 30. GOVERNING LAW, JURISDICTION AND VENUE: This Agreement shall be governed by, and  
28 construed in accordance with, the laws of the State of California. Contractor agrees and consents to the  
29 exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and  
30 further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of  
31 Los Angeles, California. Further, this Agreement shall be governed by, and construed in accordance with, all  
32 laws, regulations, and contractual obligations of County under agreement with the State.

33 31. COMPLIANCE WITH APPLICABLE LAW:

34 A. Contractor shall comply with all federal, including, but not limited to, Title XIX of the Social  
35 Security Act, State and local laws, ordinances, rules, regulations, manuals, guidelines, Americans with  
36 Disabilities Act (ADA) standards, and directives applicable to its performance hereunder. Further, all

1 provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.

2 B. Contractor shall indemnify and hold harmless County from and against any and all liability,  
3 damages, costs or expenses, including, but not limited to, defense costs and attorneys' fees, arising from or  
4 related to any violation on the part of Contractor, its officers, employees, or agents, of any such federal State  
5 or local laws, ordinances, rules, regulations, manual, guidelines, ADA standards, or directives.

6 C. Contractor shall maintain in effect an active compliance program in accordance with the  
7 recommendations set forth by the Department of Health and Human Services, Office of the Inspector  
8 General, Publication of the OIG Compliance Program Guide for Hospitals (1998), and Center for Medi-  
9 Care/Medicaid Services (CMS) guidelines for hospitals.

10 D. Duty to Notify: Contractor agrees to notify County of any and all legal complaints, citations,  
11 enforcement proceedings, administrative proceedings, judgments or litigation, known to Contractor, whether  
12 civil or criminal initiated against Contractor, its officers, employees, or agents which are likely to have a  
13 material effect on the organization's stewardship, financial position and/or ability to perform and deliver  
14 services under this contract.

15 32. THIRD PARTY BENEFICIARIES: Notwithstanding any other provision of this Agreement, the parties  
16 do not in any way intend that any person or entity shall acquire any rights as a third party beneficiary of this  
17 Agreement.

18 33. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATIONS: In  
19 addition to the requirements Subparagraph B (Licensure And Certification As Conditions Precedent To  
20 Contractor's Eligibility For Reimbursement) of Paragraph 5 (DESCRIPTION OF SERVICES), Contractor shall  
21 obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations,  
22 accreditations, and certifications as required by all federal, State, and local laws, ordinances, rules,  
23 regulations, manuals, guidelines, and directives, which are applicable to Contractor's facility(ies) and services  
24 under this Agreement. Contractor shall further ensure that all of its officers, employees, and agents, who  
25 perform services hereunder, shall obtain and maintain in effect during the term of this Agreement all licenses,  
26 permits, registrations, accreditations, and certificates which are applicable to their performance hereunder. A  
27 copy of each such license, permit, registration, accreditation, and certificate as required by all applicable  
28 federal, State, and local laws, ordinances, rules, regulations, manuals, guidelines and directives shall be  
29 provided, in duplicate, to DMH's Contracts Development and Administration Division.

30 34. CHILD SUPPORT COMPLIANCE PROGRAM:

31 A. Contractor's Warranty of Adherence to County's Child Support Compliance Program:  
32 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit  
33 financially from County through a contract are in compliance with their court-ordered child, family, and  
34 spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and  
35 its taxpayers.

36 As required by County's Child Support Compliance Program (County Code Chapter



1 2.200) and without limiting Contractor's duty under this Agreement to comply with all applicable provisions  
2 of law, Contractor warrants that it is now in compliance and shall during the term of this Agreement  
3 maintain in compliance with employment and wage reporting requirements as required by the Federal  
4 Social Security Act (42 United States Code (USC) Section 653a) and California Unemployment Insurance  
5 Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholdings Orders or  
6 Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or  
7 Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8 B. Termination for Breach of Warranty to Maintain Compliance with County's Child Support  
9 Compliance Program: Failure of Contractor to maintain compliance with the requirements set forth in  
10 Subparagraph A (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall  
11 constitute default under this Agreement. Without limiting the rights and remedies available to County under  
12 any other provision of this Agreement, failure of Contractor to cure such default within 90 calendar days of  
13 written notice shall be grounds upon which County may terminate this Agreement pursuant to Paragraph 34  
14 (TERMINATION FOR DEFAULT) and pursue debarment of Contractor, pursuant to County Code Chapter  
15 2.202.

16 35. TERMINATION FOR INSOLVENCY:

17 A. County may terminate this Agreement immediately in the event of the occurrence of any of  
18 the following:

19 (1) Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has  
20 ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as  
21 they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and  
22 whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code.

23 (2) The filing of a voluntary or involuntary petition regarding Contractor under the  
24 Federal Bankruptcy Code.

25 (3) The appointment of a Receiver or Trustee for Contractor.

26 (4) The execution by Contractor of a general assignment for the benefit of creditors.

27 B. The rights and remedies of County provided in this Paragraph 35 shall not be exclusive and  
28 are in addition to any other rights and remedies provided by law or under this Agreement.

29 36. TERMINATION FOR DEFAULT:

30 A. County may, by written notice of default to Contractor, terminate this Agreement immediately  
31 in any one of the following circumstances:

32 (1) If, as determined in the sole judgment of County, Contractor fails to perform any  
33 services within the times specified in this Agreement or any extension thereof as County may authorize in  
34 writing; or

35 (2) If, as determined in the sole judgment of County, Contractor fails to perform  
36 and/or comply with any of the other provisions of this Agreement or so fails to make progress as to

1 endanger performance of this Agreement in accordance with its terms, and in either of these two  
2 circumstances, does not cure such failure within a period of five days (or such longer period as County  
3 may authorize in writing) after receipt of notice from County specifying such failure.

4 B. In the event that County terminates this Agreement as provided in Subparagraph A,  
5 County may procure, upon such terms and in such manner as County may deem appropriate, services  
6 similar to those so terminated, and Contractor shall be liable to County for any reasonable excess costs  
7 incurred by County, as determined by County, for such similar services.

8 C. The rights and remedies of County provided in this Paragraph 36 shall not be exclusive  
9 and are in addition to any other rights and remedies provided by law or under this Agreement.

10 37. TERMINATION FOR IMPROPER CONSIDERATION: County may, by written notice to Contractor,  
11 immediately terminate the right of Contractor to proceed under this Agreement if it is found that  
12 consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to  
13 any County officer, employee or agent with the intent of securing the Agreement or securing favorable  
14 treatment with respect to the award, amendment or extension of the Agreement or the making of any  
15 determinations with respect to the Contractor's performance pursuant to the Agreement. In the event of such  
16 termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in  
17 the event of default by the Contractor.

18 Contractor shall immediately report any attempt by a County officer or employee to solicit such  
19 improper consideration. The report shall be made either to the County manager charged with the supervision  
20 of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

21 Among other items, such improper consideration may take the form of cash, discounts, service, the  
22 provision of travel or entertainment, or tangible gifts.

23 38. SEVERABILITY: If any provision of this Agreement or the application thereof to any person or  
24 circumstance is held invalid, the remainder of this Agreement and the application of such provision to other  
25 persons or circumstances shall not be affected thereby.

26 39. CAPTIONS AND PARAGRAPH HEADINGS: Captions and paragraph headings used in this  
27 Agreement are for convenience only and are not a part of this Agreement and shall not be used in construing  
28 this Agreement.

29 40. ALTERATION OF TERMS: No addition to, or alteration of, the terms of the body of this Agreement  
30 or Statement of Work, Service Exhibit(s) hereto, whether by written or oral understanding of the parties, their  
31 officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to  
32 this Agreement which is formally approved and executed by the parties in the same manner as this  
33 Agreement.

34 The County's Board of Supervisors or Chief Administrative Officer or designee may require the  
35 addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement.  
36 The County reserves the right to add and/or change such provisions as required by the County's Board of

1 Supervisors or Chief Administrative Officer. To implement such orders, an Amendment to the Agreement  
2 shall be prepared and executed by the Contractor and by the Director of Mental Health.

3 41. ENTIRE AGREEMENT: The body of this Agreement; all attachments, Service Exhibit(s) A and  
4 contract package, attached hereto and incorporated herein by reference; for this Agreement, as approved in  
5 writing by Director or his designee, including any addenda thereto as approved in writing by Director or his  
6 designee, which are hereby incorporated herein by reference but not attached; shall constitute the complete  
7 and exclusive statement of understanding between the parties which supersedes all previous agreements,  
8 written or oral, and all other communications between the parties relating to the subject matter of this  
9 Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word,  
10 responsibility, or schedule, or the contents or description of any service or other work, or otherwise, between  
11 the body of this Agreement and the other referenced documents, or between such other documents, such  
12 conflict or inconsistency shall be resolved by giving precedence first to the body of this Agreement and its  
13 definitions and then to such other documents according to the following priority:

- 14 1. Service Exhibit(s) A.
- 15 2. Attachments I, II, III, IV, V, VI
- 16 3. Contract Package
- 17 4. Local Mental Health Plan Provider Manual

18 42. WAIVER: No waiver by County of any breach of any provision of this Agreement shall constitute a  
19 waiver of any other breach of such provision. Failure of County to enforce at any time, or from time to time,  
20 any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth  
21 in this Paragraph 42 shall not be exclusive and are in addition to any other rights and remedies provided by  
22 law or under this Agreement.

23 43. BENEFICIARY ELIGIBILITY: This Agreement is not intended to change the determination of Medi-  
24 Cal eligibility for any Beneficiary in any way. However, in the event that the California Legislature or United  
25 States Congress enacts a statute which redefines Medi-Cal eligibility so as to affect the provision of  
26 Psychiatric Inpatient Hospital Services under this Agreement, then the new definition shall apply to this  
27 Agreement.

28 44. EMPLOYMENT ELIGIBILITY VERIFICATION: Contractor warrants that it fully complies with all  
29 federal statutes and regulations regarding employment of aliens and others and that all its employees  
30 performing services hereunder meet the citizenship or alien status requirements set forth in federal statutes  
31 and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all  
32 verification and other documentation of employment eligibility status required by federal statutes and  
33 regulations as they currently exist and as they may be hereafter amended. Contractor shall retain all such  
34 documentation for the period prescribed by law. Contractor shall indemnify, defend, and hold harmless  
35 County, its officers and employees from and against any employer sanctions and any other liability which may  
36 be assessed against Contractor or County in connection with any alleged violation of any federal statutes or

1 regulations pertaining to the eligibility for employment of persons performing services under this Agreement.

2 45. PUBLIC ANNOUNCEMENTS AND LITERATURE: In public announcements and literature  
3 distributed by Contractor for the purpose of apprising patients/clients and the general public of the nature of  
4 its Psychiatric Inpatient Hospital Services, Contractor shall clearly indicate that the services which it provides  
5 under this Agreement are provided under authorization of the County of Los Angeles.

6 46. AUTHORIZATION WARRANTY: Contractor represents and warrants that the person executing this  
7 Agreement for Contractor is an authorized agent who has actual authority to bind Contractor to each and  
8 every term, condition, and obligation of this Agreement and that all requirements of Contractor have been  
9 fulfilled to provide such actual authority.

10 47. RESTRICTIONS ON LOBBYING: If any federal funds are to be used to pay for any of Contractor's  
11 services under this Agreement, Contractor shall fully comply with all certification and disclosure requirements  
12 prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any  
13 implementing regulations, and shall ensure that each of its subcontractors receiving funds under this  
14 Agreement also fully complies with all such certification and disclosure requirements.

15 48. CERTIFICATION OF DRUG-FREE WORK PLACE: Contractor certifies and agrees that Contractor  
16 and its employees shall comply with DMH's policy of maintaining a drug-free work place. Contractor and its  
17 employees shall not manufacture, distribute, dispense, possess, or use any controlled substances as defined  
18 in 21 United States Code Section 812, including, but not limited to, marijuana, heroin, cocaine, and  
19 amphetamines, at any of Contractor's facilities or work sites or County's facilities or work sites. If Contractor  
20 or any of its employees is convicted of or pleads nolo contendere to any criminal drug statute violation  
21 occurring at any such facility or work site, then Contractor, within five (5) days thereafter, shall notify Director  
22 in writing.

23 49. COUNTY LOBBYISTS: Contractor and each County lobbyist or County lobbying firm as defined in  
24 Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with the County  
25 Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any  
26 County lobbyist firm retained by Contractor to fully comply with the County Lobbyist Ordinance shall constitute  
27 a material breach of this Agreement upon which County may immediately terminate or suspend this  
28 Agreement.

29 50. MAINTENANCE STANDARDS FOR SERVICE DELIVERY SITES: Contractor shall assure that all  
30 locations where services are provided under this Agreement are operated at all times in accordance with all  
31 County community standards with regard to property maintenance and repair, graffiti abatement, refuse  
32 removal, fire safety, landscaping, and in full compliance with all applicable local laws, ordinances, and  
33 regulations relating to the property. County's periodic monitoring visits to Contractors' facility(ies) shall  
34 include a review of compliance with this Paragraph 50.

35 /

36 /

1 51. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT: Contractor  
2 shall notify its employees, and shall require each subcontractor to notify its employees, that they may be  
3 eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be  
4 provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

5 52. USE OF RECYCLED-CONTENT PAPER PRODUCTS: Consistent with the Board of Supervisors'  
6 policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use  
7 recycled-content paper to the maximum extent possible on the Project.

8 53. CONTRACTOR RESPONSIBILITY AND DEBARMENT: The following requirements set forth in the  
9 County's Non-Responsibility and Debarment Ordinance (Title 2, Chapter 2.202 of the County Code) are  
10 effective for this Agreement, except to the extent applicable State and/or federal laws are inconsistent with  
11 the terms of the Ordinance.

12 A. A responsible Contractor is a Contractor who has demonstrated the attribute of  
13 trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is  
14 the County's policy to conduct business only with responsible contractors.

15 B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County  
16 Code, if the County acquires information concerning the performance of the Contractor on this or other  
17 Agreements which indicates that the Contractor is not responsible, the County, may, in addition to other  
18 remedies provided in the Agreement, debar the Contractor from bidding or proposing on, or being awarded,  
19 and/or performing work on County Agreements for a specified period of time which generally will not exceed  
20 five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any  
21 or all existing Agreements the Contractor may have with the County.

22 C. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that  
23 the Contractor has done any of the following: (1) violated a term of an Agreement with the County or a  
24 nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on  
25 the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a  
26 nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on  
27 same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4)  
28 made or submitted a false claim against the County or any other public entity.

29 D. If there is evidence that the Contractor may be subject to debarment, the Department will  
30 notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise  
31 the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

32 E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed  
33 debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity  
34 to submit evidence at the hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative  
35 proposed decision, which shall contain a recommendation regarding whether the Contractor should be  
36 debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department

1 shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the  
2 Board of Supervisors.

3 F. After consideration of any objections, or if no objections are submitted, a record of the  
4 hearing, the proposed decision any other recommendation of the Contractor Hearing Board shall be  
5 presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or  
6 adopt the proposed decision and recommendation of the Hearing Board.

7 G. If a Contractor has been debarred for a period longer than five (5) years, that Contractor  
8 may , after the debarment has been in effect for at least five (5) years, submit a written request fro review of  
9 the debarment determination to reduce the period of debarment or terminate the debarment. The County  
10 may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the  
11 Contractor has adequately demonstrated one or more of the following (1) elimination of the grounds for which  
12 the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence  
13 discovered after debarment was imposed; 04 (4) any other reason that is in the best interests of County.

14 H. The Contractor Hearing Board will consider a request for review of a debarment  
15 determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the  
16 debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of  
17 the grounds for reduction of the debarment period or termination of the debarment, and includes supporting  
18 documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of  
19 the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where  
20 evidence on the proposed reduction of debarment period or termination of debarment is presented. This  
21 hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to  
22 the same procedures as for a debarment hearing.

23 The Contractor Hearing Board's proposed decision shall contain a recommendation on the  
24 request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall  
25 present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors  
26 shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor  
27 Hearing Board.

28 J. These terms shall also apply to subcontractors of County Contractors.

29 54. CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED PROGRAM:

30 Contractor hereby warrants that neither it nor any of its staff members is restricted, excluded or suspended  
31 from providing services under any health care program funded by the federal government, directly or  
32 indirectly, in whole or in part, and that Contractor will notify Director within 30 calendar days in writing of: (1)  
33 any event that would require Contractor or a staff member's mandatory exclusion or suspension from  
34 participation in a federally funded health care program; and (2) any exclusionary or suspension action taken  
35 by any agency of the federal or State governments against Contractor or one or more staff members barring  
36 it or the staff members from participation in a federally funded health care program, whether such bar is

1 direct or indirect, or whether such bar is in whole or in part. This warranty and notice requirements apply  
2 equally to suspensions from the Medi-Cal program as well as any other federally funded health care  
3 programs including but not limited to Medicare and Healthy Families.

4 There are a variety of different reasons why an individual or entity may be excluded from participating  
5 in a federally funded health care program. Sometimes, the exclusion is mandatory and in other cases the  
6 Office of Inspector General (OIG), and State officials have the discretion not to exclude.

7 The mandatory bases for federal exclusion include: (1) felony convictions for program related crimes,  
8 including fraud or false claims, or for offenses related to the dispensing or use of controlled substances, or  
9 (2) convictions related to patient abuse.

10 Permissive exclusions may be based on: (1) conviction of a misdemeanor related to fraud or  
11 financial misconduct involving a government program; (2) obstructing an investigation; (3) failing to provide  
12 access to documents or premises as required by federal health care program officials; (4) conviction of a  
13 misdemeanor related to controlled substances; (5) failing to disclose information about the entity itself, its  
14 subcontractors or its significant business transactions; (6) loss of a State license to practice a health care  
15 profession; (7) default on a student loan given in connection with education in a health profession; (8)  
16 charging excessive amounts to a federally funded health care program or furnishing services of poor quality  
17 or which are substantially in excess of the needs of the patients; (9) paying a kickback or submitting a false or  
18 fraudulent claim. Persons controlling or managing excluded entities who knew of the conduct leading to the  
19 exclusion can themselves be excluded, and entities which are owned and controlled by excluded individuals  
20 can also be excluded.

21 Mandatory exclusions under State law from Medi-Cal are similar but also include convictions of a  
22 misdemeanor for fraud or abuse involving the Medi-Cal program or a Medi-Cal beneficiary.

23 Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer  
24 arising from any federal or State exclusion or suspension of Contractor or its staff members from such  
25 participation in a federally funded health care program. Contractor shall provide the certification set forth in  
26 Attachment VI as part of its obligation under this Paragraph 54.

27 Failure by Contractor to meet the requirements of this Paragraph 54 shall constitute a material  
28 breach of Agreement upon which County may immediately terminate or suspend this Agreement.

29 55. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT:

30 A. The parties acknowledge the existence of the Health Insurance Portability and Accountability  
31 Act of 1996, its implementing regulations ('HIPAA') and subtitle D, Privacy, of the Health Information  
32 Technology for Economic and Clinical Health Act (HITECH). Contractor understands and agrees that it is a  
33 'Covered Entity' under HIPAA and, as such, has obligations with respect to the confidentiality, privacy, and  
34 security of patients' medical information, and must take certain steps to preserve the confidentiality of this  
35 information, both internally and externally, including the training of staff and the establishment of proper  
36 procedures for the release of such information, including the use of appropriate consents and authorizations

1 specified under HIPAA.

2 B. The parties acknowledge their separate and independent obligations with respect to HIPAA  
3 and HITECH, and that such obligations relate to *transactions and code sets, privacy, and security*.  
4 Contractor understands and agrees that it is separately and independently responsible for compliance with  
5 HIPAA and HITECH in all these areas and that County has not undertaken any responsibility for compliance  
6 on Contractor's behalf. Contractor has not relied, and will not in any way rely, on County for legal advice or  
7 other representations with respect to Contractor's obligations under HIPAA or HITECH, but will independently  
8 seek its own counsel and take the necessary measures to comply with the law and its implementing  
9 regulations.

10 C. Contractor and County understand and agree that each is independently responsible for  
11 HIPAA and HITECH compliance and agree to take all necessary and reasonable actions to comply with the  
12 requirements of HIPAA law and implementing regulations related to Transactions and Code Sets, Privacy,  
13 and Security. Each party further agrees to indemnify and hold harmless the other party (including their  
14 officers, employees, and agents), for its failure to comply with HIPAA or HITECH.

15 D. Contractor and County understand and agree that HIPAA has imposed additional  
16 requirements in regards to changes in DMH's County's information system (Integrated System {IS}).

17 (1) County desires to clarify County's information system terminology under this  
18 Agreement as it relates to HIPAA, and, accordingly, has set forth in Attachment VII (Crosswalk Fact Sheet)

19 A "crosswalk" of technical terms, definitions and language to be used with this Agreement

20 (2) County desires to clarify other HIPAA-related changes set forth in the DMH Provider  
21 Manual and which are incorporated herein by reference as though fully set forth.

22 (a) County has added to the DMH Provider Manual a Guide to Procedure  
23 Codes, which includes a "crosswalk" of DMH activity codes to Current Procedural Terminology  
24 (CPT) and Health Care Procedure Coding System (HCPCS) codes.

25 (b) County has added to the DMH Provider Manual an Electronic Data  
26 Interchange Fact Sheet which includes information about applicable HIPAA transactions that can be  
27 processed in the County's claims processing information system. Effective January 2009 Electronic Data  
28 Interchange (EDI) will be the only acceptable method by which Contractor or its Subcontractor(s) may submit  
29 HIPAA-compliant transactions.

30 (c) County has added to the DMH Provider Manual a Trading Partner Agent  
31 Authorization Agreement which includes the Contractor's authorization to its Subcontractor(s) to submit  
32 HIPAA-complaint transactions on behalf of Contractor.

33 E. Contractor understands that County operates an informational website  
34 <http://dmh.lacounty.info/hipaa/index.html> related to the services under this Agreement and the parties' HIPAA  
35 obligations, and agrees to undertake reasonable efforts to utilize said website to obtain updates, other  
36 information, and forms to assist Contractor in its performance.



1 F. Contractor shall ensure that all subcontractors providing services on behalf of Contractor  
2 under this Agreement, including data transmission services, shall be required to comply with all applicable  
3 state and federal privacy and security laws and regulations and contractor policies. Contractor shall require  
4 that all such subcontractors to maintain insurance as required by university policy to cover the provision of  
5 services hereunder. Contractor shall further ensure that all such independent contractor agreements shall  
6 require the subcontractor to provide indemnification for any of their negligent acts, and/or omissions.

7 G. Contractor further understands and agrees that the terms and conditions of the current  
8 Trading Partner Agreement (TPA) set forth in the DMH Provider Manual shall apply to this Agreement and  
9 that said Terms and Conditions are incorporated by reference as though fully set forth herein.

10 56 COMPLIANCE WITH JURY SERVICE PROGRAM:

11 A. Jury Service Program: This Agreement is subject to the provisions of the County's  
12 ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections  
13 2.203.010 through 2.203.090 of the Los Angeles County Code.

14 B. Written Employee Jury Service Policy:

15 (1) Unless Contractor has demonstrated to the County's satisfaction either that  
16 Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County  
17 Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the  
18 County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall  
19 receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury  
20 service. The policy may provide that Employees deposit any fees received for such jury service with the  
21 Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

22 (2) For purposes of this Section, "Contractor" means a person, partnership, corporation  
23 or other entity which has an Agreement with the County or a subcontract with a County Contractor and has  
24 received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more  
25 County Agreements or subcontracts. "Employee" means any California resident who is a full-time employee  
26 of Contractor. "Full-time" means 40 hours or more worked per week or a lesser number of hours if: 1) the  
27 lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-  
28 standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-  
29 term, temporary services of 90 days or less within a 12-month period are not considered full-time for  
30 purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the  
31 County under the Agreement, the subcontractor shall also be subject to the provisions of this Section. The  
32 provisions of this Section shall be inserted into any such subcontract Agreement and a copy of the Jury  
33 Service Program shall be attached to the Agreement.

34 (3) If Contractor is not required to comply with the Jury Service Program when the  
35 Agreement commences, Contractor shall have a continuing obligation to review the applicability of its  
36 "exception status" from the Jury Service Program, and Contractor shall immediately notify County if

1 Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if  
2 Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately  
3 implement a written policy consistent with the Jury Service Program. The County may also require, at any  
4 time during the Agreement and at its sole discretion, that Contractor demonstrate to the County's satisfaction  
5 that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor"  
6 and/or that Contractor continues to qualify for an exception to the Program.

7 (4) Contractor's violation of this section of the Agreement may constitute a material  
8 breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate  
9 the Agreement and/or bar Contractor from the award of future County Agreements for a period of time  
10 consistent with the seriousness of the breach."

11 57. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW: The  
12 Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and  
13 provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los  
14 Angeles County, and where and how to safely surrender a baby.

15 The fact sheet is set forth in Attachment IV of this Agreement and is also available on the Internet at  
16 [www.babysafela.org](http://www.babysafela.org) for printing purposes.

17 58. CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY  
18 SURRENDERED BABY LAW: The Contractor acknowledges that the County places a high priority on the  
19 implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's  
20 policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law"  
21 poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its  
22 subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business.  
23 The County's Department of Children and Family Services will supply the Contractor with the poster to be  
24 used.

25 59. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
26 EXCLUSION - LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76): The Contractor hereby  
27 acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are  
28 suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or  
29 excluded from securing federally funded contracts. By executing this Agreement, Contractor certifies that  
30 neither it nor any of its owners, officers, partners, directors or other principals is currently suspended,  
31 debarred, ineligible, or excluded from securing federally funded contracts. Further by executing this  
32 Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owner,  
33 officer, partner, director or other principal of any subcontractor is currently suspended, debarred, ineligible, or  
34 excluded from securing federally funded contracts. Contractor shall immediately notify County in writing,  
35 during the term of this Agreement, should it or any of its subcontractors or any principals of either be  
36 suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor

1 to comply with this provision shall constitute a material breach of this Agreement upon which the County may  
2 immediately terminate or suspend this Agreement.

3 60. CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE: The Supervision of Trustees and  
4 Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The  
5 "Nonprofit Integrity Act of 2004: (SB 1262, Chapter 919) increased Charitable Purposes Act requirements.  
6 By requiring Contractors to complete the certification in Attachment V, (CHARITABLE CONTRIBUTIONS  
7 CERTIFICATION) the County seeks to ensure that all County contractors which receive or raise charitable  
8 contributions comply with law in order to protect the Country and its taxpayers. A Contractor which receives  
9 or raises charitable contributions without complying with its obligations under California law commits a  
10 material breach subjecting it to either contract termination or debarment proceedings or both. (County Code  
11 Chapter 2.202)

12 61. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM: This Contract is subject to  
13 all provisions of the County's ordinance entitled Local Business Enterprise Preference Program as codified in  
14 Chapter 2.204 of the Los Angeles County Code. Specifically, Contractor shall pay particular attention to the  
15 following provisions in Chapter 2.204:

16 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or  
17 retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a  
18 Local Small Business Enterprise.

19 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether  
20 by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the  
21 certification or denial of certification of any entity as a Local Small Business Enterprise.

22 If Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished  
23 incorrect information or by reason of having withheld information, and which knew, or should have known, the  
24 information furnished was incorrect or the information withheld was relevant to its request for certification,  
25 and which by reason of such certification has been awarded this contract to which it would not otherwise  
26 have been entitled, then Contractor shall:

27 1. Pay to the County any difference between the Contract amount and what the County's costs  
28 would have been if the contract had been properly awarded;

29 2. Be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the  
30 contract; in addition to the amount described in subdivision (1); and

31 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code  
32 (Determinations of Contactor Non-responsibility and Contractor Debarment).

33 The above penalties shall also apply to any Contractor that has previously obtained proper certification,  
34 however, as a result of a change in their status would no longer be eligible for certification, and fails to notify  
35 the State and the Office of Affirmative Action Compliance of this information prior to responding to a  
36 solicitation or accepting a contract award.

1 62. FORCE MAJEURE:

2 A. Neither party shall be liable for such party's failure to perform its obligations under and in  
3 accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions,  
4 other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's  
5 subcontractors), freight embargoes, or other similar events to those described above, but in every such case  
6 the failure to perform must be totally beyond the control and without any fault or negligence of such party  
7 (such events are referred to in this sub-paragraph as "force majeure events").

8 B. Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute  
9 a force majeure event, unless such default arises out of causes beyond the control of both Contractor and  
10 such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not  
11 be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were  
12 obtainable from other sources in sufficient time to permit Contractor to meet the required performance  
13 schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean  
14 subcontractors at any tier.

15 C. In the event Contractor's failure to perform arises out of force majeure event, Contractor  
16 agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if  
17 applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure  
18 event.

19 63. CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY  
20 TAX REDUCTION PROGRAM: Contractor acknowledges that County has established a goal of ensuring  
21 that all individuals and businesses that benefit financially from County through contract are current in paying  
22 their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise  
23 imposed upon County and its taxpayers. Unless Contractor qualifies for an exemption or exclusion,  
24 Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term  
25 of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

26 64. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S  
27 DEFAULTED PROPERTY TAX REDUCTION PROGRAM: Failure of Contractor to maintain compliance  
28 with the requirements set forth in Paragraph 63 (CONTRACTOR'S WARRANTY OF COMPLIANCE WITH  
29 COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM) shall constitute default under this  
30 contract. Without limiting the rights and remedies available to County under any other provision of this  
31 contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which  
32 County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code  
33 Chapter 2.206.

34 /  
35 /  
36 /

1 65. NOTICES: All notices or demands required or permitted to be given under this Agreement shall be  
2 in writing and shall be hand delivered with signed receipt or mailed by first class, registered or certified mail,  
3 postage pre-paid, addressed to the parties at the following addresses and to the attention of the persons  
4 named. Director shall have the authority to execute all notices or demands which are required or permitted  
5 by County under this Agreement. Addresses and persons to be notified may be changed by either party by  
6 giving ten (10) days prior written notice thereof to the other party.

7  
8 For the County, please use the following contact information:

9  
10 County of Los Angeles – Department of Mental Health

11 Contracts Development and Administration Division

12 550 South Vermont Avenue, 5<sup>th</sup> Floor

13 Los Angeles, CA 90020

14 Attention: Chief of Contracts

15  
16 For the Contractor, please use the following contact information:

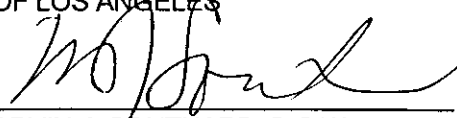
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18 J. Thomas Rosenthal, MD, Associate Vice Chancellor, Chief Medical Officer, UCLA Medical  
19 Center The Regents of the University of California on behalf of the Resnick Neuropsychiatric  
20 Hospital at UCLA

21 10920 Wilshire Boulevard, Suite 1850

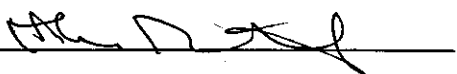
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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by County's Director of Mental Health or his designee, and Contractor has caused this Agreement to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES  
By   
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

The Regents of the University of California on behalf  
of the Resnick Neuropsychiatric Hospital at UCLA  
CONTRACTOR

By   
Name J. Thomas Rosenthal, MD  
Title Associate Vice Chancellor,  
Chief Medical Officer, UCLA Medical Center  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH  
By   
Chief, Contracts Development and  
Administration Division

FEE-FOR-SERVICE MEDI-CAL  
ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES

**DEFINITIONS**

- A. "Acute Psychiatric Inpatient Hospital Services" means those services as described in Service Exhibit A (Acute Psychiatric Inpatient Hospital Services) See attachment II, Paragraph 16 (Program Elements for Acute Psychiatric Inpatient Hospital Services);
- B. "Administrative Day Services" means those services as described in Service Exhibit A (Acute Psychiatric Inpatient Hospital Services) See attachment II, Paragraph 17 (Program Elements for Administrative Day Services);
- C. "Beneficiary" means any patient/client who is certified as eligible for Medi-Cal pursuant to CCR Title 22, Section 51001, and may include any patient/client who is eligible for Medi-Cal and who is enrolled in a prepaid health plan or other fee for services psychiatric/inpatient hospital services health system which contracts with State approved local physical health care Medi-Cal Managed Care Plans pursuant to applicable law. Beneficiary shall also include any patient/client whose Medi-Cal eligibility was determined after the rendition of inpatient services. Any patient/client who is eligible for Medi-Cal, who is also eligible for Medicare hospital benefits under Title XVIII of the Social Security Act, 42 United States Code Section 1395 *et seq.*, and who has not exhausted those benefits, shall not be considered a Beneficiary. Any patient/client receiving skilled nursing facility services or long-term care services shall not be considered a Beneficiary for the purpose of this contract/agreement;
- D. "CIOB" means Chief Information Office Bureau;
- E. "CCR" means the California Code of Regulations;  
"Contract Allowable Rate" ("CAR") means the gross rate of reimbursement for Contractor's delivery of a day of service of Acute Psychiatric Inpatient Hospital Services or Administrative Day Services, as set forth in Paragraph 5.6. (Financial Provisions) of this Agreement, and shall be the amount of reimbursement which is allowed under this Agreement for a delivery of a day of said services. The Contract Allowable Rates do not include the cost of physician services and psychologist services rendered to Beneficiaries or the cost of transportation services for providing Acute Psychiatric Inpatient Hospital Services or Administrative Day Services;
- F. "CDHS" means California Department of Health Services;
- G. "CDMH" means California Department of Mental Health, AKA SDMH (State Department of Mental Health);
- H. "County's Claims Processing Information System" means the current system employed by the Department of Mental Health to submit and process claims.
- I. "Day(s)" means calendar day(s) unless otherwise specified;
- J. "Director" means County's Director of Mental Health or Director's authorized designee;

- K. "DMH" means County's Department of Mental Health;
- L. "EPSDT" means the Early and Periodic Screening, Diagnosis, and Treatment program, which is a requirement of the Medicaid program to provide comprehensive health care. Such State funds are specifically designated for this program;
- M. "FFP" means Federal Financial Participation for Fee-For-Service Medi-Cal Services as authorized by Title XIX of the Social Security Act, 42 United States Code Section 1396 *et seq*;
- N. "Fiscal Intermediary" means the person or entity which has contracted with State to perform fiscal intermediary services related to this Agreement;
- O. "Fiscal Year" means County's Fiscal Year which commences July 1 and ends the following June 30;
- P. "Healthy Families" ("HF") means the federally subsidized health insurance program administered by the State of California for the provision of comprehensive health services (including medical, dental and vision care) to children ages birth through 19<sup>th</sup> birthday from low income families;
- Q. "Healthy Families Procedures Manual" ("HF Procedures Manual") means DMH's Healthy Families Procedures Manual for providers. The HF Procedure Manual contains the formal requirements, policies and procedures governing Healthy Families and is incorporated into this Agreement by reference. Contractor hereby acknowledges receipt of the HF Procedures Manual upon execution of this Agreement;
- R. "Member" or Title XXI Healthy Families Program Member ("HFPM") means an enrollee in any Healthy Families Health Plan through Healthy Families;
- S. "MHMIS" Means DMH'S Mental Health Management Information System which is the Legacy clinical information and billing system also referred to as the Data Collections and Billing System;
- T. "Title XIX" means Title XIX of the Social Security Act, 42 United States Code Section 1396 *et seq*;
- U. "Provider Manual" means DMH's Provider Manual for Medi-Cal Fee-For-Service Inpatient Mental Health Services. The Provider Manual contains the formal requirements, policies and procedures governing FFS Medi-Cal Inpatient Hospital Services for the Local Mental Health Plan and is incorporated into this agreement by reference;
- V. "Psychiatric Inpatient Hospital Services" means the following mental health services when rendered to a Beneficiary in accordance with this Agreement: (1) Acute Psychiatric Inpatient Hospital Services; and (2) Administrative Day Services. Psychiatric Inpatient Hospital Services shall be provided in either a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital. Psychiatric Inpatient Hospital Services provided in an acute psychiatric hospital which is larger than sixteen beds shall be reimbursed only for Beneficiaries age 20 or younger or 65 and older;
- W. "State" means the State of California;
- X. "Title XIX" means Title XIX of the Social Security Act, 42 United States Code Section 1396 *et seq*;
- Y. "WIC" means the California Welfare and Institutions Code.



SERVICE EXHIBIT A  
ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
(MODE OF SERVICE 05)

1. STATEMENT OF WORK:

The quality improvement efforts of the Medi-Cal system, as operated by the County of Los Angeles Department of Mental Health (DMH), designated by the California Department of Mental Health (CDMH) as the Local Mental Health Plan (LMHP), includes ensuring comprehensive quality services for Medi-Cal plan beneficiaries. DMH contracts for Acute Inpatient Hospital Services, Administrative Day Services provided by Lanterman-Petris-Short (LPS) designated hospitals to detain, evaluate and provide treatment to patients pursuant to Welfare and Institutions Code (WIC) Section 5150. The purpose of this agreement is to contract with qualified providers of Acute Psychiatric Inpatient Hospital Services, Administrative Day Services provided by hospitals with LPS designation to detain, evaluate and provide treatment to patients pursuant to Welfare and Institutions Code (WIC) Section 5150.

2. GENERAL: Psychiatric Inpatient Hospital Services include Acute Psychiatric Inpatient Hospital Services and Administrative Day Services. Each Contractor facility that renders Acute Psychiatric Inpatient Hospital Services shall: (1) be either a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care hospital, (2) be secure, (3) meet all CCR Titles 9 and 22 staffing standards for inpatient services, (4) provide a twenty-four hour psychiatric treatment program and (5) be eligible, as determined by DMH, as a facility to detain and treat patients under WIC Section 5150.

LPS designation is authorized by state law through the Local Mental Health Director (Director). This designation allows facilities to evaluate and treat persons involuntarily detained under the Lanterman-Petris-Short (LPS) Act. This designation will be granted to those facilities, who fully comply with the criteria and process requirements set forth in the "County of Los Angeles Department of Mental Health LPS Designation Guidelines and Process For Facilities Within County of Los Angeles", Third Edition effective September 2004 and subsequent informing material.

Acute Psychiatric Inpatient Hospital Services shall not include any services related to alcohol or substance abuse and these services shall not be reimbursable under this Agreement, except where the services related to alcohol or substance abuse are incidental to a primary diagnosis of mental illness. Where alcohol and substance abuse, and mental illness, are dually diagnosed, Acute Psychiatric Inpatient Hospital Services may be reimbursed under this Agreement only if the primary diagnosis is mental illness.

Notwithstanding any other provision of this Agreement, except as specifically approved in writing by the Director or his designee, Contractor shall assure that at no time: (1) shall any child or adolescent

1 under the age of 18 years receive any Acute Psychiatric Inpatient Hospital Services in a ward or unit  
2 designated for adults receiving Acute Psychiatric Inpatient Hospital Services and (2) shall any adult  
3 receive any Acute Psychiatric Inpatient Hospital Services in a ward or unit designated for children or  
4 adolescents under the age of 18 years receiving Acute Psychiatric Inpatient Hospital Services.

5 Acute Psychiatric Inpatient Hospital Services are generally described in the Medi-Cal Psychiatric  
6 Inpatient Hospital Services Consolidation Regulations issued by CDMH.

7 3. PERSONS TO BE SERVED:

8 A. Contractor shall provide Acute Psychiatric Inpatient Hospital Services to those  
9 Beneficiaries: (1) who are in need of Acute Psychiatric Inpatient Hospital Services, (2)  
10 who have the characteristics described in the Contract Package and any addenda  
11 thereto, as approved in writing by the Director, or his designee, (3) for whom provider has  
12 verified eligibility for Medi-Cal in accordance with CCR Title 22, and (4) who are referred  
13 to Contractor by practitioners in the community or admitted with the consent of the  
14 Director or his designee.

15 B. Contractor shall provide Administrative Day Services to those Beneficiaries: (1) who have  
16 been provided Acute Psychiatric Inpatient Hospital Services and are ready for non-acute  
17 psychiatric services, (2) who have the characteristics described in the Contract Package  
18 and any addenda thereto, as approved in writing by the Director or his designee, (3) for  
19 whom provider is responsible for verifying eligibility for Medi-Cal in accordance with CCR  
20 Title 22, and (4) who are referred to Contractor by practitioners in the community or  
21 admitted with the consent of the Director or his designee .

22 C. The duration of any Beneficiary's Acute Psychiatric Inpatient Hospital Services hereunder  
23 shall not exceed the lesser of: (1) those days necessary to ensure that the Beneficiary is  
24 not a danger to self or others or gravely disabled due to a mental disability or (2) those  
25 days when it is unsafe or inappropriate to treat the Beneficiary at a non-acute level of  
26 care, or (3) those days authorized by the Director or his designee. The duration of any  
27 Beneficiary's Administrative Day Services hereunder shall not exceed those days  
28 necessary to obtain non-acute psychiatric services at a lower level of care appropriate to  
29 the Beneficiary's need.

30 4. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):

31 In accordance with the Health Insurance Portability and Accountability Act (HIPAA), Contractor(s)  
32 shall have effective systems and procedures fully implemented to ensure the confidentiality, security,  
33 integrity, and accessibility of patient health information, including a plan for the storage and protection of  
34 filed medical records to protect against any/all unauthorized access, intrusion and damage.

1 5. PERSONNEL/STAFFING: The minimum ratio of full-time professional personnel/staff to resident  
2 patients shall at all times be in conformance with all relevant laws, regulations, rules and DMH policies and  
3 procedures.

4 In addition, the facility must determine staffing requirements based on assessment of patient  
5 needs, as per CCR Sections 71213 and 71215. Contractor(s) shall, upon request, make available for  
6 review to the Director or his designee documentation of the methodology used in making staffing  
7 determinations.

8 6. PSYCHIATRIC EMERGENCY RESPONSE: Contractors shall not maintain, utilize, or otherwise  
9 arrange for mobile 5150 assessment personnel or processes outside the confines of the Contractor's  
10 facility without the written consent of the Director, or his designee.

11 7. TEMPORARY ABSENCES OF BENEFICIARIES FROM CONTRACTOR'S FACILITY(IES):  
12 Contractor may be reimbursed for temporary absences of Beneficiaries from Contractor's facility(ies)  
13 where: (1) the Beneficiaries are expected to return to Contractor's facility(ies) and (2) the temporary  
14 absences are therapeutically indicated and approved in writing by the Director or his designee.  
15 Reimbursement for temporary absences shall be claimed by Contractor at the CDMH established  
16 Administrative Day Rate.

17 The purpose and plan of each temporary absence, including, but not limited to, specified leave  
18 and return dates, shall be incorporated in progress notes in the Beneficiary's case record.

19 8. EMERGENCY MEDICAL TREATMENT: Beneficiaries who are provided services hereunder and  
20 who require emergency medical care for physical illness or accident shall be transported to an appropriate  
21 medical facility. The cost of such transportation as well as the cost of any emergency medical care shall  
22 not be a charge to, nor reimbursable under, this Agreement. Contractor shall establish and post written  
23 procedures describing appropriate action to be taken in the event of a medical emergency. Contractor  
24 shall also post and maintain a disaster and mass casualty plan of action in accordance with CCR Title 22,  
25 Section 80023. Such plan and procedures shall be submitted to the DMH's Disaster Coordinator,  
26 Emergency Outreach Bureau, at least ten days prior to the commencement of services under this  
27 Agreement.

28 9. NOTICE OF ACTION:

29 A. & B. Pursuant to the SDMH regulations, Contractor shall give a Beneficiary, and the  
30 individual(s) responsible for the Beneficiary, a written notice of action in a manner and form as required by  
31 CDMH, whenever reimbursement for an admission and/or services is denied, and/or whenever continued  
32 stay services are reduced or terminated while the Beneficiary remains in Contractor facility(ies). To  
33 confirm such notices have been provided to the Beneficiary and the individual(s) responsible for the  
34 Beneficiary, Contractor shall submit a copy of such notices to the DMH's Patients Rights Bureau no later

1 than three (3) working days following notice to the beneficiary of any denial of reimbursement, reduction or  
2 termination of services.

3 10. STATE FAIR HEARING: Contractor shall comply with the procedures and requirements  
4 for State's Fair hearing process as described in CCR Title 22, Section(s) 50951 and 50953.

5 11. NOTIFICATION OF DEATH: Contractor shall immediately notify the Single Fixed Point of  
6 Responsibility (SFPR) as identified in the Data Collections and Information System, upon becoming aware  
7 of the death of any Beneficiary provided services hereunder. Notice shall be made by Contractor  
8 immediately by telephone and in writing upon learning of such a death. The verbal and written notice shall  
9 include the name of the deceased, the deceased's Data Collections and Information System identification  
10 number, the date of death, a summary of the circumstances thereof, and the name(s) of all Contractor's  
11 staff with knowledge of the circumstances.

12 12. QUALITY ASSURANCE AND IMPROVEMENT: Contractor shall comply with all applicable  
13 provisions of WIC, CCR, Code of Federal Regulations, CDHS policies and procedures, CDMH policies  
14 and procedures, and DMH quality improvement and assurance policies and procedures, to establish and  
15 maintain a complete and integrated quality improvement system. Contractor shall comply with LMHP's  
16 quality assurance efforts and specified procedures regarding hospitalization of Assertive Community  
17 Treatment (ACT) AB 2034 and Intensive Service Recipients (ISRs) (those clients with six (6) or more  
18 acute psychiatric hospitalizations in a twelve (12) month period) intended to ensure quality of care for plan  
19 beneficiaries. Specifically Contractor shall make every reasonable effort to contact the Single Fixed Point  
20 of Responsibility (SFPR) prior to admission but no later than 24 hours after admission to coordinate  
21 treatment and discharge planning. In conformance with these provisions, Contractor shall establish: (1) a  
22 utilization review process; (2) an interdisciplinary peer review of the quality of Beneficiary care; and (3)  
23 monitoring of medication regimens of Beneficiaries. Medication monitoring shall be conducted in  
24 accordance with County policy. A copy of Contractor's quality improvement system plan shall be available  
25 to DMH for review and written approval prior to Contractor's submission of any claims for services  
26 hereunder.

27 13. BENEFICIARY EVALUATION OF CONTRACTOR'S SERVICES: Contractor shall provide a  
28 written questionnaire to certain Beneficiaries at the time of admission in accordance with DMH policies  
29 and procedures. The questionnaire shall be approved by SDHS and offer the Beneficiary the opportunity  
30 to evaluate the care given. The questionnaire shall be collected at the time of discharge and maintained  
31 in Contractor's file for at least four years and shall be made available to authorized agents of County, State  
32 and/or Federal governments.

33 14. CONTRACTOR'S OBLIGATION TO ATTEND/PARTICIPATE IN MEETINGS: Contractor's  
34 appropriately qualified clinical staff shall regularly attend and participate in all discharge planning

1 meetings/activities involving the Los Angeles County Departments of Children and Family Services, Mental  
2 Health, Probation and other meetings DMH determines relevant to the provision of services.

3 Contractor's appropriately qualified clinical staff shall regularly attend and participate in the all  
4 discharge planning meetings/activities involving the County of Los Angeles Departments of Children and  
5 Family Services, Mental Health, Probation, and other meetings DMH determines relevant to the provision of  
6 services.

7 Contractor(s) staff, representing the facility and specifically the Acute Inpatient Psychiatric program,  
8 will work collaboratively with Geographic/Service Area Managers to develop a partnership for the purpose of  
9 improving continuity and quality of care for Beneficiaries. Such collaboration shall include attendance at  
10 Service Area Impact Unit meetings.

11 Contractor shall provide weekly meetings for hospitalized Beneficiaries to discuss the treatment plan,  
12 interventions, progress toward goals, and suggested modifications of same. To ensure coordination of care,  
13 Contractor shall include the SFPR for intensive case management clients (e.g. ACT ISRs, and AB 2034) in  
14 weekly treatment planning meetings.

15 15. NOTIFICATION OF EVALUATION AND/OR ADMISSION:

16 Contractor(s) shall request information from, and must involve, mental health care entities  
17 providing services to the Beneficiary in order to support continuity of care.

18 If the Beneficiary is receiving care from DMH, Contractor's evaluating professional staff must first  
19 attempt to obtain information regarding treatment from the DMH designated SFPR as indicated in the  
20 DMH Data Collections and Information System, or from the Beneficiary, or significant other. If such  
21 information cannot be obtained from the Data Collections and Information System client identification  
22 screen, Beneficiary, or significant other, then the evaluating professional staff must contact 1-800-854-  
23 7771 to request information regarding the DMH designated SFPR.

24 Contractor shall notify and coordinate care with the SFPR regarding all Medi-Cal acute psychiatric  
25 inpatient admissions in conformance with DMH policies and procedures relative to admission, inpatient  
26 care planning, discharge and follow-up related to the status of the client as identified on the Data  
27 Collections and Information System Client Identification Screen. Failure to notify the SFPR may result in  
28 negative consequences. For clients identified as ISR, the Contractor shall participate in Service Area  
29 planning meetings (e.g. Impact Unit meetings) to coordinate and improve the coordination of care for this  
30 population. If the Beneficiary has been pre-assigned to a specific hospital, contractor will transfer the  
31 Beneficiary as directed by the SFPR, unless transfer is deemed to seriously compromise the safety of  
32 Beneficiary or the community.

33 Contractor will notify Office of the Public Guardian of the admission of any Beneficiaries who are  
34 publicly conserved. In the event Beneficiaries are not publicly conserved, Contractor shall, as deemed

1 necessary by the contractor, evaluate clients regarding their need for conservatorship and will be obligated  
2 to pursue conservatorship for qualifying individuals. Contractor shall notify Office of the Public Guardian in  
3 a timely manner of any Beneficiaries with a need to be conserved (e.g., on the 10<sup>th</sup> day of a 14 day hold  
4 Contractor will have responsibility for transporting inpatients to and from conservatorship hearings).

5 16. PROGRAM ELEMENTS FOR ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES:

6 Contractor shall provide Acute Psychiatric Inpatient Hospital Services to Beneficiaries in  
7 accordance with Contractor's Contract Package and any addenda thereto, as approved in writing by  
8 the Director or his designee, for the term of this Agreement.

9 Acute Psychiatric Inpatient Hospital Services consist of twenty-four hour intensive service in a  
10 facility, which is a licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed  
11 general acute care hospital, that provides psychiatric treatment with the specific intent to ameliorate the  
12 symptoms of danger to self, others, or the inability to provide for food, clothing and shelter due to a mental  
13 disability as determined by qualified mental health professional staff of the facility. Acute Psychiatric  
14 Inpatient Hospital Services shall include, but are not limited to:

- 15 A. Twenty-four (24) hour a day, seven day a week mental health admission, evaluation,  
16 referral, and treatment services, and all necessary mental health treatment and care  
17 required for the entire period the individual is in the facility. (WIC 5152);
- 18 B. Services provided in conformance to all provisions in the Welfare and Institutions Code  
19 Division 5, and accompanying regulations, and Department policies regarding treatment,  
20 evaluations, patients' rights, and due process;
- 21 C. Safe and clean living environment with adequate lighting, clean toilet and bathing  
22 facilities, hot and cold water, toiletries, and a change of laundered bedding;
- 23 D. Three balanced and complete meals each day;
- 24 E. Twenty-four hour supervision of all Beneficiaries by properly trained personnel. Such  
25 supervision shall include, but is not limited to, personal assistance in such matters as  
26 eating, personal hygiene, dressing and undressing, and taking of prescribed medications;
- 27 F. Physical examination and medical history within twenty-four hours of admission;
- 28 G. Laboratory services when medically indicated;
- 29 H. X-Rays;
- 30 I. Electrocardiograms (EKG) and electroencephalograms (EEG);
- 31 J. Medication supervision and/or maintenance program;
- 32 K. Support to psychiatric treatment services, including, but not limited to, daily patient review;
- 33 L. Support to psychological services;
- 34 M. Social work services;

- 1 N. Nursing services;
- 2 O. Recreational therapy services;
- 3 P. Occupational therapy services;
- 4 Q. Electroconvulsive therapy services when appropriate in accordance with WIC Section  
5 5326.7 et seq.;
- 6 R. Ongoing self-monitoring and analysis of numbers of seclusion and restraint episodes  
7 involving the staff on the unit(s) so the staff are apprised of the results of the ongoing  
8 monitoring Compliance with all Seclusion and Restraints statutes and regulations.
- 9 S. Recommendation for further treatment, conservatorship, or referral to other existing  
10 programs, as appropriate (i.e., day care, outpatient, etc.), relative to Beneficiary needs;  
11 (The form that will be used to convey this aftercare plan will be the DMH form titled,  
12 AFTERCARE/DISCHARGE PLAN AND RECOMMENDATIONS).
- 13 T. Honoring the preference of the Beneficiary and/or the parent of a minor, conservator, or  
14 legal guardian for the type and location of the desired treatment facility if administratively  
15 feasible and clinically appropriate.
- 16 U. Substantial consideration of the proximity of the designated facility to the patient's own  
17 community, family and support system. Alternatives to taking a patient to a more distant  
18 facility should be considered and documented on the off-site assessment form.
- 19 V. Contractor shall as required by the CDMH, provide upon admission the Therapeutic  
20 Behavioral Services (TBS) notice, and the general Early Periodic Screening Diagnosis  
21 and Treatment (EPDST) informational notice, both prepared by the SDMH pertaining to all  
22 children qualified as Medi-Cal beneficiaries under the age of 21, admitted with an  
23 emergency psychiatric condition to the beneficiary's representative and/or adult  
24 responsible for the child at the same time such notices are provided to the child being  
25 treated by the Contractor and document in the patient record that these notifications have  
26 been made.
- 27 W. Aftercare/discharge plan and procedures:
- 28 1) Contractor(s) shall ensure that Beneficiaries have a discharge plan. The DMH SFPR  
29 will participate in the development of the discharge plan. Reasonable efforts shall be  
30 made to ensure that all beneficiaries have appropriate housing or residence upon  
31 discharge. This plan will include a specific appointment or time at which Beneficiaries  
32 are expected to appear at an outpatient site. If the patient has a conservator, either a  
33 private conservator or the Public Guardian as temporary conservator or permanent  
34 conservator, the hospital must involve the conservator in the discharge process, give

1 prior notice before discharge and obtain, or document efforts to obtain, the  
2 conservator's approval prior to discharge.

3 2) Contractor shall maintain a comprehensive and current referral source list, including  
4 all relevant treatment resources in the beneficiary's area.

5 3) If the Beneficiary requires continuous care and treatment, Contractor(s) shall insure  
6 that, upon discharge, Beneficiaries receive appropriate referrals to community  
7 agencies and suitable placement, as evidenced by documentation in the Discharge  
8 and Aftercare Plan stipulating the following:

- 9
- 10 a.) Beneficiaries will only be placed in licensed facilities;
- 11 b.) Contractor(s) shall implement and administer procedures for  
12 ensuring that all referrals to community placements, for  
13 continued care and treatment are to clean, safe and supervised  
14 environments; and
- 15 c.) Contractor(s) serving older adults will adhere to the following  
16 recommendations developed by the DMH Office of the Medical  
17 Director: "Parameters for the Initial Psychiatric Assessment of  
18 Older Adults in Emergency Rooms and on Inpatient Units" and  
19 "Parameters for Discharge Planning for Older Adults.

20 X. Subsequent to discharge of a Medi-Cal beneficiary, submission of a formal written  
21 aftercare plan to the LMHP's system of care, appropriate area DMH program agency  
22 responsible for coordinating care for the Medi-Cal beneficiary being discharged. A copy  
23 of the aftercare plan shall be attached to the Provider's completed Treatment  
24 Authorization Request (TAR) form which is submitted to the LMHP upon discharge of the  
25 beneficiary from the Provider's facility.

26 Y. Submission of a formal written aftercare plan to the Director, or his designee, at the time  
27 of discharge of the beneficiary.

28 Z. Maintenance of a daily attendance log and appropriate documentation of each day of  
29 service provided hereunder in accordance with State regulatory (Title 9, Chapter 11)  
30 medical necessity reimbursement requirements.

31 17. PROGRAM ELEMENTS FOR ADMINISTRATIVE DAY SERVICES: Contractor shall provide  
32 Administrative Day Services to Beneficiaries in accordance with Contractor's Contract Package and any  
33 addenda thereto, as approved in writing by the Director, for the term of this Agreement.

34 Administrative Day Services consist of twenty-four hour service for a room in a facility, which is a



1 licensed acute psychiatric hospital or a distinct acute psychiatric part of a licensed general acute care  
2 hospital, with less than full psychiatric treatment being provided where the Beneficiary is ready for a lower  
3 level of psychiatric services. Administrative Day Services are the services necessary to provide room and  
4 board after all attempts at providing non-acute psychiatric services have been exhausted and shall apply  
5 to a Beneficiary awaiting such non-acute psychiatric services. The facility shall implement and document  
6 an active placement effort on behalf of each Beneficiary each day, excluding Saturdays, Sundays, and  
7 County-observed holidays, until such time as the Beneficiary is successfully placed or no longer requires  
8 additional treatment.

9 Administrative Day Services shall include, but are not limited to:

- 10 A. Safe and clean living environment with adequate lighting, toilet and bathing facilities, hot  
11 and cold water, toiletries, and a change of laundered bedding;
- 12 B. Three balanced and complete meals each day;
- 13 C. Twenty-four hour supervision of all Beneficiaries by properly trained personnel. Such  
14 supervision shall include, but is not limited to, personal assistance in such matters as  
15 eating, personal hygiene, dressing and undressing, and taking of prescribed medications;
- 16 D. Social work services;
- 17 E. Nursing services;
- 18 F. Recommendation for further treatment, conservatorship, or referral to other existing  
19 programs, as appropriate (i.e., day care, outpatient, etc.), relative to Beneficiary needs;
- 20 G. Subsequent to discharge of a Medi-Cal beneficiary, submission of a formal written  
21 aftercare plan to the LMHP's system of care, appropriate area DMH program agency responsible  
22 for coordinating care for the Medi-Cal beneficiary being discharged. A copy of the aftercare plan  
23 shall be attached to the Provider's completed Treatment Authorization Request (TAR) form which  
24 is submitted to the LMHP upon discharge of the beneficiary from the Provider's facility.
- 25 H. Submission of a formal written aftercare plan to the Director, or his designee, at the time  
26 of discharge of the beneficiary.
- 27 I. Maintenance of a daily attendance log and appropriate documentation for each day of  
28 service provided hereunder in accordance with State regulatory (Title 9, Chapter 11) medical  
29 necessity reimbursement requirements.

**ATTESTATION REGARDING FEDERALLY FUNDED PROGRAMS**

In accordance with the DMH FFS Hospital Agreement's Paragraph 54 (CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED PROGRAM):

I, the undersigned certify that I am not presently excluded from participation in federally funded health care programs, nor is there an investigation presently pending or recently concluded of me which is likely to result in my exclusion from any federally funded health care program, nor am I otherwise likely to be found by a federal or state agency to be ineligible to provide goods or services under the federally funded health care programs.

I further certify as the official responsible for the administration of The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA (hereafter "Contractor") that all of its officers, employees, agents and/or sub-contractors are not presently excluded from participation in any federally funded health care programs, nor is there an investigation presently pending or recently concluded of any such officers, employees, agents and/or sub-contractors which is likely to result in an exclusion from any federally funded health care program, nor are any of its officers, employees, agents and/or sub-contractors otherwise likely to be found by a federal or state agency to be ineligible to provide goods or services under the federally funded health care programs.

I understand and certify that I will notify DMH within thirty (30) calendar days, in writing of:

- Any event that would require Contractor or any of its officers, employees, agents and/or sub-contractors exclusion or suspension under federally funded health care programs, or
- Any suspension or exclusionary action taken by an agency of the federal or state government against Contractor, or one or more of its officers, employees, agents and/or sub-contractors, barring it or its officers, employees, agents and/or sub-contractors from providing goods or services for which federally funded healthcare program payment may be made.

Name of authorized official (Official Name) J. Thomas Rosenthal, MD  
Please print name

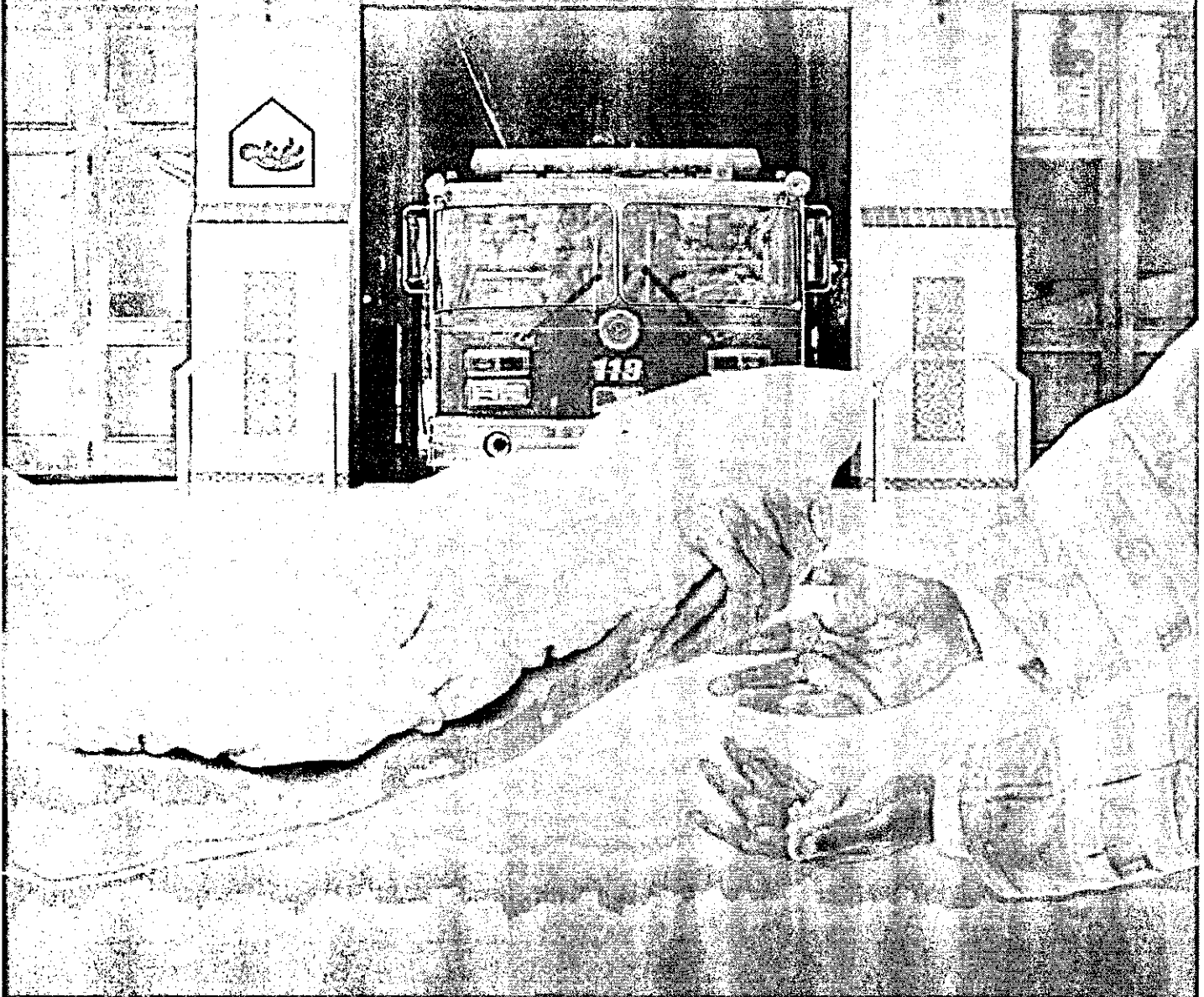
Signature of authorized official  Date 10/25/10

## SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

[www.babysafela.org](http://www.babysafela.org)

# *Safely* Surrendered



No shame. No blame. No names.

Free, confidential, 24/7. Call 1-877-542-7273

[www.247fire.org](http://www.247fire.org)



# Safely Surrendered

*Bradley Lewis*

What is Safely Surrendered?

Safely Surrendered Baby Law

California's Safely Surrendered

Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Los Angeles County Department of Children and Family Services

www.lacounty.gov

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

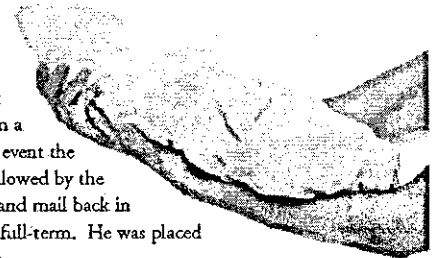
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



# Ley de Entrega de Bebés Sin Peligro



*Los bebés abandonados pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Angeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Angeles: 1-877-BABY SAFE o 1-877-222-9724

[www.babysafe.org](http://www.babysafe.org)



# Ley de Entrega de Bebés

*Sin Peligro*

ALTA DE BEBÉS DE PELIGRO

BEBÉS SIN PELIGRO

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Esta ley de entrega de bebés sin peligro es una ley que protege a los bebés que son abandonados por sus padres. La ley permite que los padres entreguen a su bebé a un empleado del hospital o cuartel de bomberos sin tener que dar su nombre. La ley también permite que los padres entreguen a su bebé a un empleado del hospital o cuartel de bomberos sin tener que dar su nombre. La ley también permite que los padres entreguen a su bebé a un empleado del hospital o cuartel de bomberos sin tener que dar su nombre.*

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

### ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

### ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

### ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

### ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

### ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

### ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

### ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

### ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.



## CHARITABLE CONTRIBUTIONS CERTIFICATION

The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA

Company Name

10920 Wilshire Blvd., Suite 1850, Los Angeles, CA 90024

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

**Check the Certification below that is applicable to your company.**

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-2586.

  
Signature

6/25/10  
Date

J. Thomas Rosenthal, MD, Associate Vice Chancellor, Chief Medical Officer

Name and Title of Signer (Official Name, Official Title)

Please print



**ATTESTATION REGARDING STAFFING RATIO**

In accordance with the DMH Mental Health Services Agreement's Paragraph 8 (STAFFING):

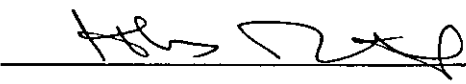
I, the undersigned certify that Name of the Hospital The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA meet the staffing requirement as required by WIC and CCR. Our staff shall be qualified and shall possess all appropriate licenses in accordance with WIC Sections 5778 and all other applicable requirements of the California Business and Professions Code, WIC, CCR and State Policy Letters, and function within the scope of practice as dictated by licensing boards/bodies.

I further certify as the official responsible for the administration of The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA, (hereafter "Contractor") that we shall have available and shall provide upon request to authorized representatives of County, a list of all persons by name, title, professional degree, and experience, who are providing any services under the agreement.

I understand and certify that we meet the staffing requirements as required by WIC and CCR.

Name of certifying official J. Thomas Rosenthal, MD  
Please print name

Title of certifying official Associate Vice Chancellor, Chief Medical Officer  
Please print title

Signature of certifying official  Date 6/25/10

**CROSSWALK FACT SHEET  
DMH FFS HOSPITAL AGREEMENT**

Current Language	New Language
<ul style="list-style-type: none"> <li>○ Health Care Financing Administration (HCFA)</li> </ul>	<ul style="list-style-type: none"> <li>○ Centers for Medicare and Medicaid Services (CMS)</li> </ul>
<ul style="list-style-type: none"> <li>○ Explanation of Benefits (EOB)</li> </ul>	<ul style="list-style-type: none"> <li>○ Remittance Advice (RA)</li> </ul>
<ul style="list-style-type: none"> <li>○ Mode of Service and Service Function Code (SFC)</li> <li>○ Activity Code</li> </ul>	<ul style="list-style-type: none"> <li>○ CPT Codes: <u>Current Procedural Terminology</u> published by the American Medical Association is a list of codes representing procedures or services.</li> <li>○ <b>HCPCS Codes (Level II):</b> <u>HCFA and other Common Procedure Coding System (HCPCS) Codes</u> are used and approved by the Centers for Medicare and Medicaid to describe and accurately report procedures and services.   <b>A crosswalk of HCPCS and CPT Codes to SFC's is available in legacy files.</b>   <b>UB92:</b> Refers to coding standards designated by HIPAA.</li> </ul>
<ul style="list-style-type: none"> <li>○ DSM IV</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>ICD-9 Codes:</b> <u>(International Classification of Diseases), 9<sup>th</sup> Revision Codes</u>, issued and authorized by the Centers for Medicare and Medicaid, to describe and accurately report health related procedures and Diagnoses.</li> </ul>
<ul style="list-style-type: none"> <li>○ Clinical Staff and Discipline Code</li> </ul>	<ul style="list-style-type: none"> <li>○ Rendering Provider and Taxonomy</li> </ul>
<ul style="list-style-type: none"> <li>○ MHMIS or Mental Health Management Information System AND MIS Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>○ IS or Integrated System</li> </ul>
<ul style="list-style-type: none"> <li>○ References to entering data into the MIS</li> </ul>	<ul style="list-style-type: none"> <li>○ Entering data into the IS</li> </ul>
<ul style="list-style-type: none"> <li>○ RGMS</li> </ul>	<ul style="list-style-type: none"> <li>○ IS</li> </ul>

**DMH Contract Summary**

PSYCHIATRIC INPATIENT HOSPITAL NAME: The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA

Contract No.: MH060057

**LIST OF FUNDING SOURCES, PLANS, AND/OR SERVICES**  
(Please check all applicable funding sources, plans, and/or services for Amendment only)

1	Family Preservation Program	
2	Child Abuse Prevention Intervention and Treatment (AB2994)	
3	Special Education Pupil (SEP)	
4	Specialized Foster Care	
5	Children's Comprehensive SOC Prog (SAMHSA, CFDA #93.958)	
6	Child MH Initiative-Project ABC (SAMHSA, CFDA #93.104)	
7	Juvenile Justice Program (STOP)	
8	Juvenile Justice Program (JJCPA)	
9	Co-occurring Disorder	
10	Path McKinney, CFDA #93.150	
11	Homeless Services (NCC)	
12	Family Functional Therapy Program	
13	CalWORKs	
14	Homeless – Family Project	
15	GROW	
16	Inpatient/Residential Services	
17	Non-Medi-Cal/Indigent	
18	Other Mental Health Services for clients under the age of 21 years	
19	Other Mental Health Services for clients 21 years of age or older	
20	MHSA – Full Service Partnership (FSP) - Child	
21	MHSA – FSP – TAY	

22	MHSA – FSP – Adult	
23	MHSA – FSP – Older Adult	
24	MHSA – Field Capable Clinical Services (FCCS)	
25	MHSA – Probation Camps	
26	MHSA – Urgent Care Centers	
27	MHSA – Wellness/Client-Run Centers	
28	MHSA – Institutions for Mental Disease (IMD) Step Down	
29	MHSA – Enriched Residential Services	
30	MHSA – Jail Transition and Linkage Services	
31	MHSA – POE (Outreach & Engagement)	
32	MHSA – PEI Early Start	
33	DCFS Star View	
34	DHS LAMP	
35	DHS Social Model	
	DCFS Hillview Transitional Independent Living	
36	DHS/ADPA Dual Diagnosis	
37	DCFS THP	
38	DCFS THP	
39	DCFS Medical Hub	
40	MAA	
41	Tri-City	
42	Medi-Cal: NON-EPSDT, EPSDT/Healthy Families/MAA/Tri-City	

FUNDING:

**FEE-FOR-SERVICE**

**NO MCA**

FEE-FOR-SERVICE

NO MCA

AMENDMENT ACTION(S):

BOARD ADOPTED DATE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

New Agreement for the provision of specialty mental health services (Managed Care) Fee-for-Service.

New Headquarters' (HQ) Address:

10920 Wilshire Blvd Suite 1850  
Los Angeles, CA 90024

HQ Sup. District: 3

Service Area(s): 5

ADD OR DELETE SERVICE SITE(S):

Name	Address	Sup. Dist.	Svc. Area(s)	Prov. No.

Deputy Director: Roderick Shaner, MD

Lead Manager: Pansy Washington, District Chief



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
Director  
ROBIN KAY, Ph.D.  
Chief Deputy Director  
RODERICK SHANER, M.D.  
Medical Director

Attachment E

May 11, 2015

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.  
Director

SUBJECT: **NOTICE OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE A PERCENTAGE INCREASE EXCEEDING TEN PERCENT OF THE MAXIMUM CONTRACT AMOUNTS OF ALL DEPARTMENT OF MENTAL HEALTH CONTRACT ALLOWABLE RATE FEE-FOR-SERVICE MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL AGREEMENTS**

This is to advise your Board that the Department of Mental Health (DMH) is scheduling a Board letter for the June 2, 2015 agenda requesting approval to execute 28 Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital (FFS) Agreements and Psychiatric Outreach Team Diversion Program (PDP) services at 8 of the 28 FFS hospitals for Fiscal Years 2015-16 through 2019-20. This Board letter requests delegated authority to increase DMH's Board-approved FFS Agreements over ten percent.

In accordance with Board of Supervisors Policy No. 5.120, prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts over ten percent.

### **JUSTIFICATION**

Contract Allowable Rate Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Agreements ensure uninterrupted, medically-necessary acute psychiatric inpatient services for Medi-Cal eligible severely mentally ill clients who reside throughout the County of Los Angeles. FFS Agreements also ensure uninterrupted acute inpatient services for uninsured individuals at 8 of the 28 FFS hospitals through the PDP. Board approval of increased delegated authority will allow DMH greater capacity to amend FFS Agreements when additional services to both acute Medi-Cal eligible and uninsured clients needing inpatient care at FFS hospitals are necessary.

In most instances where speed and response time are of key importance, the increased delegated authority will allow DMH and its network of contracted FFS hospitals to maximize, prioritize, and increase access to services on a continuous and ever-

Each Supervisor  
May 11 2015  
Page 2

increasing basis to its ever-growing clientele, which more effectively meets the County's mission, "To Enrich Lives Through Effective And Caring Service."

Should there be a need to exceed the twenty percent delegated authority, DMH will return to your Board with a request for authority to amend the contracts accordingly.

**NOTIFICATION TIMELINE**

Consistent with the procedures of Board Policy No. 5.120, we are informing your Board of our intention to proceed with filing the Board letter with the Executive Office of the Board of Supervisors for the June 2, 2015, Board meeting.

If you have any questions or concerns please contact me, or your staff may contact Richard Kushi, Chief, Contracts Development and Administration Division, at (213) 738-4684.

MJS:DM:RK:DKH:rlr

c:     Acting Executive Officer, Board of Supervisors  
        Interim Chief Executive Officer  
        County Counsel  
        Robin Kay, Ph.D.  
        Roderick Shaner, M.D.  
        Dennis Murata  
        Kimberly Nall  
        Pansy Washington  
        Richard Kushi  
        Lynn Robnett