

- MEMORANDUM -

DATE: March 27, 2020

TO: Alameda County Behavioral Health Care Services (ACBH) Contracted Providers

FROM: Edilyn Velasquez, Interim Contracts Director
Wendi Vargas, Contracts Assistant Director

SUBJECT: **Contract Documents for Fiscal Year 2020-21**

This is to inform you of several changes to the format of Exhibit A contract documents for Fiscal Year (FY) 2020-21. Exhibit A documents contain the terms of the contract agreement, and outlines the compliance and program requirements. The Exhibit A and B budget documents constitute the ACBH contract. Your organization will receive the contract documents for review starting in April in preparation for the FY 2020-21 contract year. Be sure to read all of these documents carefully.

When you receive the contract renewal packet, the structure and organization of information will appear slightly different than in previous years. The documents will be in this order:

- 1) **Table of Contents:** This new document will list the Exhibit A documents.
- 2) **Provider Input Form:** This document is where you will provide answers to some basic questions we have about the documents, and gives you an opportunity to provide us feedback. There are instructions provided in this form which you will return to us after you have reviewed your contract.
- 3) **Exhibit A-1:** This document outlines the standard requirements for ACBH services. It contains the requirements for the type of service your agency provides (e.g., Medi-Cal, SUD, Primary Prevention, etc.). This document is user-friendly, and you will receive a link to our website where you can review the document.
- 4) **Exhibit A-Program Requirements (Ex A-P):** This document outlines the standard requirements for a particular type of program (e.g. School-Based Behavioral Health, Service Teams, Recovery Residence Programs, etc.). Depending on the type of services you provide, you may or may not need to review one or more Ex A-P. You will also receive a link to our website to review these documents.
- 5) **Exhibit A-Scope of Work (Ex A-SOW):** This document outlines the specific requirements to implement the organization's program. For example, the Ex A-SOW would consist specific hours of operation, program sites, etc. In some cases, you may not have an Ex A-P and all of your program requirements would be in an Ex A-SOW. This document(s) will be attached to your contract packet.

ACBH anticipate that these changes will help to distinguish between our standard requirements and the negotiable program-specific requirements. It should streamline the annual review of contract preparation, review, and negotiation.

The contract renewal packets will be sent out starting in April. These changes will be shared at the Annual Contracts Spring Provider Meetings. Thank you as always for your partnership in serving our community.

