



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF

BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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**TO:** Community Services Board or Local Government Department Executive Directors  
the Behavioral Health Authority Chief Executive Officer

**FROM:** Tiffany Ford, Director  
Office of Management Services

**SUBJECT: FY 2019 and FY 2020 Community Services Performance Contract Renewal and Revisions**

**DATE:** June 28, 2019

The Department distributed Letters of Notification and the Community Automated Reporting System (CARS) software electronically on May 22, 2019 containing the initial allocations of state and federal funds to community services boards. There was a delay of the distributing of the Performance Contract due to the Department's internal reorganization. As a result, the Department adjust due dates for processing of the Performance Contract.

The contract documents incorporate changes in the Community Services Performance Contract renewal. The following pages summarize major substantive changes from the Performance Contract Renewal. Other requested changes not included for this renewal period will be reviewed and considered for the next biennial renewal of the Community Services Performance Contract.

## Performance Contract Changes

1. **Scope of Services** - Section 4.a.1.) has been revised to add a 30-day advance notification period by a CSB prior to providing a new category or subcategory or stopping an existing category or subcategory or of core services if the service is funded with more than 30 percent of state or federal funds or both.

Section 4.a.2.) has been revised to add a 30-day advance notification period for a CSB operating a residential crisis stabilization unit (RCSU) prior to the increase or decrease of the licensed number of beds in the RCSU or to close the RCSU temporarily or permanently.

2. **Data Elements** - Section 6.c.4.a.) language has been added regarding Services Process Quality Management (SPQM). This language is to ensure that all CSBs will use and work with the Department and the DMC regarding SPQM and the data elements necessary to assess the efficacy of the services as well as the overall effectiveness of clinical interventions provided by

community service boards CSBs in support of improving client functioning (improving their behavioral health).

3. **Exhibit E Performance Contract Process** - Has been revised to reflect the due dates for FY2020. Please see the attached Performance Contract for more information.
4. **Exhibit J Other CSB Accountability Requirements** - Section I.F. has been revised to transition the responsibilities of this section to the Department's Human Resources Department (HR) only as it relates to the employment of a CSB's Executive Director or Behavioral Health Chief Executive Officer. The Department made this change because the responsibilities are better suited to be handled by HR.

### **Contract Process**

Once the Department distributes the CARS software and Letters of Notification, CSBs will submit all of the contract's Exhibit A and table 2 of the Performance Contract Supplement electronically using CARS software. To be accepted for processing by the Department, a contract must satisfy the requirements in Exhibits E and I of the contract.

1. Exhibit A must be submitted to the Department's Office of Information Services and Technology using the CARS software and must be complete and accurate.
2. Since the contract is being distributed electronically, the parts of the contract that are submitted on paper should be printed, signed where necessary, and mailed to the Office of Management Services when Exhibit A is submitted. See Exhibit E in the contract for more information. These parts are:
  - signature page of the contract body
  - signature page of Exhibit B
  - Exhibit D (if applicable)
  - Exhibit F (two pages)
  - Exhibit G

The Department must receive all parts of the contract submitted on paper before a contract submission will be considered complete.

3. Exhibit A must conform to allocations of state and federal funds in the Letter of Notification, unless amounts have been revised by or changes negotiated with the Department and confirmed by the Department in writing. Total funds in each program area (pages AF-1 through AF-8) must equal total costs shown on Forms 11, 21, 31, and 01 or differences must be explained on the Financial Comments form.
4. Contracts must contain actual appropriated amounts of local matching funds. If a CSB cannot include the minimum 10 percent local matching funds in its contract, it must submit a written request for a waiver of the local matching funds requirement, pursuant to § 37.2-509 of the Code of Virginia and State Board Policy 4010, to the Office of Management Services with its contract. More information about the waiver request process is attached to this memo.

The FY 2019 and FY 2020 Performance Contract materials described above are due in the Department's Office of Management Services by August 7, 2019, except for Exhibit A that is submitted to the Office of Information Services and Technology by the July 10, 2019. Section 37.2-508 or 37.2-608 of the Code of Virginia authorizes the Department to provide semi-monthly payments of state and federal funds to allow sufficient time to complete local government approval and Department negotiation and approval of the contract. Exhibit E automatically provides the first four semi-monthly payments for July and August, whether or not a contract has been submitted.

Exhibit E conditions the next four semi-monthly payments for September and October on the Department's receipt of a complete performance contract since the Department may not complete processing contracts until September.

Once the Department receives a contract, the Office of Management Services will review and notify the CSB within five working days if it is not accepted for review by the Department. Unacceptable contracts will need to be revised before the Department will process them. If you have any questions about this memo or the contract documents, please e-mail or call Chaye Neal-Jones at [chaye.neal-jones@dbhds.virginia.gov](mailto:chaye.neal-jones@dbhds.virginia.gov) or (804) 225-4242 or Tiffany Ford at [tiffany.ford@dbhds.virginia.gov](mailto:tiffany.ford@dbhds.virginia.gov) or (804) 786-4982.

We thank you for your patience and cooperation.