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Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
 - X - The requirements herein apply, verbatim, to GCBH and its network providers².
 - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: To define the process by which Greater Columbia Behavioral Health (GCBH) contractors report the use of funding allocations.

DEFINITIONS

I. None

POLICY

- A. Greater Columbia Behavioral Health (GCBH) contracted funding, unless authorized otherwise, is expended for the purposes of achieving: a) The performance and outcome terms of its contract with the Department; and b) compliance with the requirements of WAC 257-57 and chapters 275-54 and 275-55, RCW chapters 71.05, 71.24 and 71.34, and the intentions of the State Appropriations Act. All contractors receiving GCBH funding are required to submit a quarterly financial report on reporting forms supplied by GCBH. The contractor shall have adequate accounting and cost allocation procedures for identifying GCBH funding, other mental health funding, interest earnings, expenditures of GCBH funding, and any unexpended GCBH funds.

PROCEDURE

1. Interest earned on GCBH funding is allocated and used for the purpose of supporting mental health services within GCBH. Unexpended GCBH funding is identified within the contractor accounting records and used solely for the purpose of supporting the delivery of mental health services within GCBH.
2. The GCBH Finance Department is authorized to review the accounting records of the GCBH contractors (directly or indirectly funded) as necessary to ensure compliance with GCBH policy and contractual requirements.
3. GCBH contractors provide, at the request of the GCBH Finance Department, copies of their agency budget and cost allocation plans. Budget and cost allocation plan information is presented in such a manner to substantiate GCBH funding allocation within the agency.
4. Disbursement of Federal Block Grant funds to contractors is for cost allowable and allocable insofar as those costs do not exceed the contract amount. The contractor submits monthly expenditure reports on reporting forms supplied by GCBH. Expenditure reports detail actual, allowable costs incurred in the performance of service and outcome

terms described in the contract. The GCBH Chief Financial Officer adjusts monthly payments as necessary to reconcile prior payments with allowable costs incurred in meeting the performance and outcome terms of contracts administered by GCBH. The GCBH Board reserves the right to withhold payment of the Federal Block Grant funds in whole or in part when:

- 4.1. The member government fails to submit documentation required to substantiate payments received.
- 4.2. Payments are inconsistent with the terms and conditions of the contract.
5. Disbursement of PHP and State Consolidated funding to member governments and/or contractors is subject to the contractor meeting the performance and outcome terms as set forth in the contract and cannot exceed the contract amount.
6. Member governments are responsible for ensuring that payments to subcontractors are for the purpose of meeting the performance and outcome terms in contracts administered by GCBH.
7. Member governments submit copies of all contracts between the member government and subcontractors to the GCBH Office.
8. Interest earned on GCBH investments are only used for the purpose of supporting mental health services within the GCBH RSN. Member government requests for withdrawal of funds retained at the GCBH Finance Department are paid within 30 days from the receipt of a written request.

APPROVAL

/S/ William Wilson

William Wilson, DrPH
Director

04/03/08