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Revisions: 03/13/08; 02/03/11

Document Scope: (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
 - 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 for initiating Professional Services Agreements (PSA's).

DEFINITIONS

- I. Personal Services Agreement (PSA): A time-limited contract for services with an individual who is not a regular employee of GCBH and who has a specific expertise needed to accomplish GCBH goals.

POLICY

- A. The Board of Directors authorizes the GCBH Director to approve PSA's under \$7,500.00 in value. PSA's of greater value must be approved by the Board.
- B. Work under a PSA may commence only after the approval process is complete.
- C. The use of PSA's is tracked and periodically assessed to ensure their legal and coordinated use, and to evaluate their implications for the sufficiency and adequacy of staffing in the RSN Central Office.

PROCEDURE

1. The staff person requesting a PSA submits a PSA Request for Information Form to the GCBH Director or designee, who reviews it for appropriateness and, if appropriate, forwards it to the GCBH attorney and Chief Financial Officer for their review and approval.
2. Subsequent to the approval of the Finance and Legal offices, the Director (or designee) prepares the PSA using an approved template, then forwards it to the person who requested it for review, corrections and/or approval.
 - 2.1. If changes are made during the requestor's review, the PSA is again reviewed and approved by the GCBH attorney and the Chief Financial Officer.
3. Based on its value, the GCBH Director either signs the PSA or presents it to the Board of Directors.
4. Once approved, the PSA is sent to the Contractor for signature.
 - 4.1. A W-9, a Confidentiality and Security Agreement, A Business Associates Addendum (when the vendor is a business associate as defined in HIPAA) and instructions about the process are included when the PSA is sent to the Contractor.

- 4.2. The Finance and Legal offices are notified when this occurs.
5. When the signed documents are received from the Contractor, the originals are delivered to the Finance office and copies to the Director (or designee) and the Contract office.
6. The GCBH Director reports monthly to the Board of Directors regarding all PSA's and the GCBH Chief Financial Officer provides a report of the costs associated with these agreements to assure compliance with the established budget.

APPROVAL

/S/ Ken Roughton

Kenneth Roughton, Ph.D
Director

02/03/11
