

MARIN COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BEHAVIORAL HEALTH AND RECOVERY SERVICES DIVISION

Contract Compliance Policy

Background

Late, incomplete and incorrect submission of provider billing invoices and reports can have a substantial impact on Contract and County staff time and efficiency. Late, incomplete and incorrect report submissions also can impact County adherence to related local, state and federal requirements in a quality and timely manner.

To ensure compliance with the County contract, effective July 1, 2004, all contracted providers with Behavioral Health and Recovery Services Division (BHRS), will be subject to the terms and conditions of the contract compliance policy set forth below.

Terms and Conditions

- All contracted providers must adhere to all reporting requirements, including submission timeline, location and format. All of the necessary information pertaining to the reporting requirements is included in the annual Contractor Manual.
 - It is the provider's responsibility to ensure that all documents are received by BHRS in the timeframe, location and format prescribed by the County.
 - BHRS reserves the right to change submission timelines, locations and formats at any time. Providers will be notified of any changes by e-mail and/or regular mail.
 - BHRS will utilize contractor compliance from prior fiscal years as a factor in assessing contract renewal and funding allocations for current year contracts.
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- **Failure to comply with any of the reporting requirements** will automatically result in a delay of payment for a minimum of one billing cycle. Payments will not resume until all of the reporting and billing requirements are completely and correctly submitted.
 - Any bills or reporting requirements not settled by the end of the fiscal year may result in non-payment.

County Alcohol & Drug Administrator:



Signature

Date

D.J. Pierce, OTR/L, MPA