

ADAMHS BOARD FOR MONTGOMERY COUNTY		BP # 111	
TITLE  BOARD	SUBJECT  AFFILIATE AGENCIES		
	EFFECTIVE DATE  7/24/85		SUPERSEDES DATE

## POLICY:

It shall be the policy of the Mental Health Board for Montgomery County to establish formalized agreements that clarify relationships between the Mental Health Board and other human service organizations. The Mental Health Board shall utilize the following options in establishing relationships.

- A. **Community Affiliate:** The Mental Health Board annually reviews the performance of a Community Affiliate, encourages its development, can provide support services, and provides liaison activities between the Community Affiliate and other community agencies and institutions, when appropriate. The Mental Health Board is not a financial participant to the Community Affiliate.
- B. **Provisional Affiliate:** The Mental Health Board accepts an agency on a provisional basis for a limited period of time, usually no longer than six months. The provisional status may be renewed for a specified period of time. The Mental health Board can provide support services and provides coordination activities between the Provisional Affiliate and other community agencies and institutions, when appropriate. The Mental Health Board is not a financial participant to the Provisional Affiliate.
- C. **Contractor:** The Mental Health Board shall provide financial support outside of the affiliation process for a specified program or service. The duration and terms of the Agreement are on a case-by-case basis. Agreements may be renewed at the discretion of the Mental Health Board, but Contractors do not have affiliate status.
- D. **Grantee:** The Mental Health Board may grant one-time financial support for a specific project provided by the Grantee. The duration and terms of the grant are determined on a case-by-case basis. Grants are not renewable. Community Affiliates, Provisional Affiliates, and Contractors may also be eligible to apply for grants.

## PROCEDURE:

- A. Community Affiliate

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1. **Purpose.** This form of relationship is offered when a non-financial association with the Mental Health Board will enhance the credibility of an organization and inclusiveness of the Mental Health Board.

2. **Definition**

- a. **Community Affiliate** is an agency which the Mental Health Board has determined to be providing valuable mental health services and with which the Mental Health Board has established an ongoing relationship. The Board annually reviews the performance of a Community Affiliate, encourages its development, provides support services to it, and provides liaison between the Community Affiliate and other community agencies and institutions, when appropriate. The Community Affiliate is bound by the terms of its Relationship Agreement. It is not a financial participant. The duration and terms of the relationship are set forth in a formal written agreement. During the term of this contract, a determination is made as to whether full affiliation status should be granted, the provisional status renewed for a specified period, or the relationship terminated.

B. Financial Participant

1. **Purpose** This form of relationship is offered to enable agencies to develop, enhance, and/or maintain services which are addressing important community problems and needs.
2. **Definition** A **Financial Participant** is an agency which receives financial support from the Mental Health Board. There are two types of financial participation status:
  - a. **Contractor** is an agency which receives Mental Health Board financial support outside the affiliation process for a specified program or service. Funds are committed on a time-limited basis. The duration and terms of the contract are determined on a case-

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by-case basis. Contracts may be renewed periodically at the discretion of the Mental Health Board, but Contractors do not have affiliate status.

- b. *Grantee* is an agency which has been granted one-time financial support for a specific project. The duration and terms of the grant are determined on a case-by-case basis. Grants are not renewable. Affiliates, Provisional Affiliates, and Contractors may also be eligible to apply for grants.

### 3. **Funding Methods**

- a. Program Allocations: Funding of an agency's program(s), either in whole or part, is based on a Mental Health Board review of the applicant agency program and budget, Mental health Board priorities, and availability of funds. Program allocations also take into account:
  - (1) An examination of all financial resources available to an agency.
  - (2) A proration of the agency's total management and general costs.
- b. Core Funding: Funding only for management and general costs of an agency if such is required to maintain program which are Mental health Board priorities. Agencies requesting core support have other funding sources for their program support.
- c. Purchase of Service: Funding for a specific number of units of service from an agency, based on a pre-determined payment per unit. The purchase of service agreement covers a specific number of units that can be supported in the program. The payment per unit of service is determined in conjunction with the agency following a review of the agency's total expenditures. The amount of funding provided per unit of service can cover the full or partial cost per unit and may included a prorated share of management

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and general costs.

- d. Negotiated Funding: Funding to organizations for the mutually advantageous purpose of (1) enhancing Mental Health Board package and (2) providing an organization with "legitimacy" in the eyes of the community by virtue of its inclusion in the package. The amount of financial support has no relationship to the organization's budget. Funding may be negotiated with local, state, or national organizations.

#### C. **ELIGIBILITY**

Non-profit voluntary mental health and substance abuse service agencies with 501 (c) (3) status are eligible to apply for Mental Health Board Community Affiliate status, contracts, and grants. Units of government are eligible to apply for contracts and grants.

#### D. **POLICY IMPLEMENTATION PROCESS**

All forms of relationship are formalized through a written agreement between the Mental Health Board and the agency involved. Standard forms of relationship agreements have been approved by the Mental Health Board of Directors. Any requests for modification with respect to an agency should be addressed to the Service Delivery Committee, which will forward the request to the Mental Health Board with the Committee's analysis and recommendations, if any. Any modification recommended by the Service Delivery Committee will be reviewed by Mental Health Board legal counsel and approved by the Board before coming effective.

#### E. **PROCESS FOR DEVELOPING RELATIONSHIPS**

- a. Community Affiliate/Provisional Affiliate
  1. Application submitted to, or solicited by, the Mental Health Board.
  2. Preliminary review of application by the Service Delivery Committee to determine whether minimum criteria are met.

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3. Indepth review, including requests for comments by Mental Health Board staff.
  4. Action on recommendation and contract, if appropriate, by Service Delivery Committee and the Mental Health Board of Directors.
- b. Financial Contractors/Grantees
1. Applications submitted to, or solicited by, Mental Health Board.
  2. Preliminary review of completed application by Service Delivery Committee to determine whether minimum criteria are met, its merits, and whether to recommend an indepth review.
  3. Review by Mental health Board of Service Delivery Committee recommendations, and decision on whether to proceed with indepth review.
  4. Report by Mental Health Board and notification to applicant.
  5. Review of agreement by Mental Health Board if modifications are proposed.
  6. Review of agreement by legal counsel if major modifications are proposed.
  7. Action on recommendation and agreement by agency board of directors if recommendation is favorable.
  8. Action on recommendation and agreement by Mental Health Board and notification to applicant and to Mental Health Board Grantees and Contractors.

**F. AUDIT**

1. The contracting agency shall provide the Mental Health Board with a

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quarterly report which assess the accomplishment or progress toward the achievement of the approved goals for the program and/or service and identifies the financial expenditure to date.

2. The contracting agency shall provide the Mental Health Board with a final report that accurately reflects the achievement of the service and/or program and a complete accounting of expenditures for the service and/or program.

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