

EXHIBIT B
PRINCIPLES AND PRACTICES OF CONTRACTING WITH THE COMPREHENSIVE
PSYCHIATRIC EMERGENCY PROGRAMS DIVISION

Introduction

The CPEP Division of MHMRA of Harris County provides services to a number of eligible consumers in Harris County. To be eligible for the **Critical Time Intervention Program**, a consumer must:

1. Have a diagnosis of major depressive disorder, bipolar disorder or schizophrenia, schizoaffective disorder or schizophreniform;
2. Be a current resident of Harris County;
3. Adult (over age 18) and voluntary;
4. Have a capacity to make a decision to enter into voluntary treatment;
5. Not in need of acute care interventions;
6. Willingness to engage and participate in:
 - Job Training
 - Educational Programs
 - Volunteer Programs
 - Outpatient Treatment Programs for mental health and/or substance abuse
 - Employment
7. Consumer is able to comply with facility rules and regulations;
8. Medically stable and not in acute withdrawal;
9. Not bed confined or having medical complications which would significantly hinder ability to live independently
10. Capacity to benefit from rehabilitation interventions (i.e. no significant cognitive impairments and/or limitations such as moderate/profound MR, brain injury, etc)
11. Consumer is able to self administer prescribed medications

Within the limits of funding and other contract requirements, consumers will choose which services they receive from MHMRA and its Contract Providers. The underlying goal of all programs operated or funded by MHMRA of Harris County, is to assist persons with mental health and substance abuse issues to develop the skills and access the community supports and resources necessary to learn, work, and live with dignity as contributing members of the community. The CPEP Division will not fund services which segregate consumers from the general treatment community, or do not work toward integrating consumers with mental illness into the community.

General Contract Information

The CPEP Division maintains an open enrollment process for all contract providers who meet the requirements of the contract and places no artificial limits on the number of providers within the Critical Time Intervention Provider Network. Because of this, there are several facts that contract providers should be aware of:

- Having a valid contract with MHMRA does not guarantee that any particular provider will receive referrals for housing. Referrals are based solely on consumer choice of available facilities.
- The contracting process with MHMRA can be quite lengthy, requiring review by several Departments in the Agency and final approval by the Board of Directors. MHMRA staff may not authorize payments under any contract that has not been approved by the MHMRA Board.

Payment\Billing Information

The procedure for submitting an invoice for payment to MHMRA is described elsewhere in this Contract. There are, however, several basic principles that guide MHMRA staff when processing Contractor invoices for payment:

- MHMRA will only pay for housing that has been properly authorized. In the CPEP Division, written authorizations are issued to document housing start and end dates. Written authorization to begin housing may only come from the Unit Director of the Critical Time Intervention Program or designee.
- MHMRA will not pay for housing provided for a consumer before the start date of a contract. MHMRA is not obligated to pay for any housing rendered before a formal, written and signed contract is in place.
- Payment for authorized housing occurs once per month. Each provider, in order to assure that they have the best chance of receiving timely payment for housing rendered, should submit their invoices to Unit Director of the Critical Time Intervention Program or designee by the 5th of each month.

Consumer Choice

MHMRA uses the concept of consumer choice to assure that consumers are afforded the same choices that every other member of the community have as their right. There are three areas regarding the choices presented to consumers that require further explanation here. Violation of these principles will result in MHMRA removing a provider from the list of agencies given to consumers when choosing housing and housing providers.

- No solicitation of consumers (or their families) currently being served by another provider is permitted. Such behavior is considered inappropriate and unethical.
- No action will be taken to change the housing for which a consumer is authorized unless that consumer has informed his/her Case Manager that he/she wants to make a change in housing.
- Providers may not initiate changes in any consumer's housing provider. Changes may only come from the consumer and must be authorized by the Case Manager.