

CONTRACTUAL AGREEMENT

Policy and Procedure

POLICY

Metro Support Services, Inc. (MSS) provides services and supports to individuals with developmental disabilities, according to the rules and regulations of the state of Colorado. Supports are provided through reimbursement agreements with independent contractors.

Persons desiring to contract with MSS to provide service and support to an individual(s) with developmental disabilities will, upon completion of all requirements and acceptance by MSS, enter into a formal agreement with MSS. Persons entering into reimbursement contracts with MSS shall not further subcontract for the provision of services.

Per Diem rates of reimbursement are determined by the following factors: the rate of the individual receiving services, the individual's needs and services provided, qualifications of the provider, and availability of federal and state funds. Monthly contractual payments are calculated by multiplying actual days of the month times the per diem rate. Services initiated mid-month are calculated by including the move in day, or start date, and remaining days in the month times the per diem reimbursement rate.

Contractual providers will be reimbursed at the room and board level for all absences (being out of services with family, friends, in another Medicaid sponsored environment out of the developmental disabilities program, i.e. hospital or nursing home). If the individual is in the hospital or any other Medicaid-reimbursed facility, the room and board rate will continue up to 30 days.

Individuals are considered absent for the current day if they are out of the developmental disabilities program or away on an excused absence for more than a 24-hour period. MSS reserves the right to terminate a reimbursement agreement without prior notification in the event of mistreatment of an individual by a provider. If a provider is not meeting all the responsibilities stated in the contractual agreement, MSS may issue a contract deficiency notice outlining the areas of concern and recommendations for correction. If the recommendations for correction are not met, it may be cause for termination.

PROCEDURE

- Metro Support Services, Inc. (MSS) will ensure that all eligibility criteria have been met before initiation of contractual provider service, which includes application, background checks, MVR,

references, environmental checks, HUD, professional liability insurance, Trade Name, current homeowner/renters and auto insurance, driver's license, social security card, and all applicable required training.

- Provider will submit attendance record to MSS prior to the 1st day of each month.
- Provider shall receive payment per contractual agreement on the 10th of each month.
 - If the 10th day of the month falls on a Saturday, checks shall be available Friday at assigned time.
 - If the 10th day of the month falls on a Sunday, checks are available on Monday at assigned time.
 - If the 10th of the month falls on a legal holiday, prior notification will be given regarding check disbursement.