

North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties

117 North First Street, Suite 8 • Mount Vernon, WA 98273 • 360.416.7013
800.684.3555 • Fax 360.416.7017 • TTY 360.419.9008 • Email nsmha@nsmha.org • Web Site <http://nsmha.org>

NSMHA Contract Memorandum 2008-007

Date: March 21, 2008

To: Tom Sebastian, CEO, Compass Health
Donna Konicki, *bridgeways*
Michael Watson, Lake Whatcom RTC
Andy Byrne, Whatcom Counseling and Psychiatric Center
Rod Elin, Catholic Community Services Northwest
Claudia D'Allegri, Sea Mar
Anne Deacon, Snohomish County Coordinator
Tom Robinson, Volunteers of America
Doug Benjamin, Behavioral Health Director, Interfaith
Sue Closser, CEO, Sunrise Services

From: Chuck Benjamin, Executive Director

Subject: New/Revised Attachment and process regarding contractual requirements

Attachment 1534.01 – Single Bed Cert Fax Form

Please begin utilizing this **revised** attachment effective 3/21/08.

Capacity

Contract language states “*the contractor must notify the NSMHA in writing of any proposed change in capacity. The NSMHA must approve any change that results in reduced capacity*”.

As a provider, should you be unable to provide intake services as contractually obligated to new consumers through Volunteers of America (VOA) Access for any period of time (due to volume, lack of properly credentialed staff, etc.) **you must** notify NSMHA in writing per contract language stated above. Please provide this written notification to Cindy Ainsley, Margaret Rojas and Rebecca Pate as soon as you are aware that a change in capacity is required by your agency. NSMHA will notify VOA and any affected providers.

The written notification **must include** the time period for which this reduction in capacity is requested, the location of the site(s) affected and any exceptions (such as re-admits, LRs, etc.), as well as, a plan to address/prevent future occurrences.

Should the Mental Health Division needed to be notified NSMHA will provide this notification.

The revised attachment is enclosed for your convenience and will be available on the NSMHA website at www.nsmha.org for your future reference.

March 21, 2008

Please ensure this attachment and the process for contractual requirement is implemented at your agency immediately.

cc: Heather Fennell, Compass Health
Kathy McNaughton, Catholic Community Services
Kay Burbidge, Lake Whatcom
Pamala Benjamin, Whatcom Counseling and Psychiatric Center
Adam Horn, Volunteers of America
Jonathan Vander Schuur, Sea Mar
Maile Acoba, Skagit County Coordinator
Barbara LaBrash, San Juan County Coordinator
Gary Williams, Whatcom County Coordinator
Jackie Henderson, Island County Coordinator
Contract File