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**Form: Sample Delegation Plan**

Pre-Contract Evaluation and Readiness Review

Performance Requirements-Evaluation of Prospective Sub-Contractor's ability to perform delegated activities

Contractor can provide \_\_\_\_\_ to the NSMHA service area in accordance with contract \_\_\_\_\_. Contractor is not a CMHA providing state plan services within the NSMHA region. (Please include a detailed description of the proposed subcontracting arrangements, including (1) name, address, and telephone number of the sub-contractor(s), (2) specific contracted services, (3) compensation arrangement, and (4) monitoring plan)

Contractor has the necessary number and type of qualified staff to perform the delegated function.

Contractor compensation is not structured so as to provide incentives for the contractor to deny, limit or discontinue medically necessary services to any enrollee and is in accordance with BBA and MHD requirements.

Contractor has the necessary policies, procedures and forms in place for effective operations.

Contractor has a quality management plan, process and mechanisms to collect data and report to NSMHA so that the PIHP can monitor and be accountable all functions and responsibilities delegated.

Contractor has a quality management plan, process and mechanisms that assess the quality and appropriateness of activities in this program

Contractor has an information system that is adequate to meet NSMHA data collection, transmittal, and quality requirements.

Contractor staff has appropriate training to provide the services as described.

Contractor staff has access to ongoing regular documented supervision with qualified supervisor(s).

Contractor personnel records and systems meet MHD and NSMHA requirements, including credentialing.

Contractor can demonstrate that they have a grievance system that meets NSMHA, MHD and BBA requirements.

Contractor can demonstrate the ability to comply and verbalize understanding of consumer rights in this area, including the right to a Notice of Action per BBA, NSMHA and MHD requirements.

Contractor can demonstrate the ability to comply with all applicable state and federal privacy and confidentiality requirements.

Contractor has access to all needed resources.

Other requirements to be evaluated

**Monitoring Plan:**

**Attach Copy of existing or draft contract**