

AREA: Comprehensive Community Services Program

APPROVED BY: Jill Ellinwood

SUBJECT: Contracting Requirements

1. Not a sole proprietorship.
2. Be recovery focused.
3. Use evidence-informed practices.
4. Possess the appropriate professional certification, training, education, experience, and abilities to carry out their prescribed duties.
5. Comply with caregiver background checks and misconduct reporting requirements
6. Provide the required staff supervision and clinical collaboration per DHS 36.11.
7. Participate in the County's orientation and training program.
8. Have an established complaint and grievance process that complies with DHS 36.19 (including 51.61 stats and DHS 94).
9. Commit to all Sauk requirements regarding documentation of service/clinical activities and timelines.
10. Commit to review and comply with program policy and procedures. Including the conduct policy.
11. The Contractor shall maintain such records and financial statements (in either written or electronic form) as required by the State and Federal law and as required by program policies. The Contractor shall retain records and financial statements in a secure environment for no less than the retention period specified in the law or policy. Records or financial statements for periods which are under audit, or subject to dispute or litigation, must be retained until the audit/dispute/litigation, and any associated appeal periods, have ended.
12. The Contractor shall permit appropriate representatives of the Agency to have timely access to all records and financial statements written and/or electronic information available to the Agency upon request to review Contractor's compliance, insofar as is permitted under State and Federal law.
13. The Contractor shall make sure that all costs submitted are consistent with the Allowable Cost Policy Manual and Federal Allowable cost policies.