

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT

Distinction Between DMH Authority and Provider Level Roles

POLICY NUMBER	DATE	TN#
DMH Policy 100.1	June 5, 2002	12

Purpose. This new policy sets forth and clarifies the separation of functions and responsibilities between the authority and provider level of the Department of Mental Health (DMH).

Applicability. Many of the DMH functions and responsibilities described in this policy apply system-wide. Specific requirements pertain to the Community Services Agency (CSA) and Saint Elizabeths Hospital (SEH) in their role as sub-organizations within the Department.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate MHA offices and DMH leadership committee(s).

Implementation Plans. A plan of action to implement or adhere to a policy must be developed by designated responsible staff. If materials and/or training are required to implement the policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible to follow through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work.

Policy Dissemination and Filing Instructions. Managers/supervisors of the DMH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in Volume I of the blue **DMH** Policy and Procedures Manual.

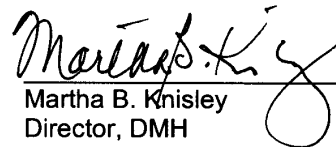
ACTION


REMOVE AND DESTROY

NONE

INSERT

DMH Policy 100.1


Martha B. Knisley
Director, DMH

<p style="text-align: center;">GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p style="text-align: center;">DEPARTMENT OF MENTAL HEALTH</p>	<p>Policy No. 100.1</p>	<p>Date June 5, 2002</p>	<p>Page 1</p>
	<p>Supersedes None</p>		

Subject: Distinction Between DMH Authority and Provider Level Roles

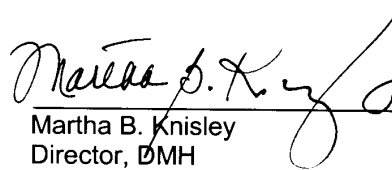
1. **Purpose.** To set forth and clarify the separation of functions and responsibilities between the Authority and provider level of the Department of Mental Health (DMH).
2. **Applicability.** Many of the DMH functions and responsibilities described in this policy apply system-wide. Specific requirements pertain to the Community Services Agency (CSA) and Saint Elizabeths Hospital (SEH) in their role as sub-organizations within the Department.
3. **Authority.** Mental Health Service Delivery Reform Act of 2001.
4. **Distinction of Roles.** The overall mission of the DMH is to develop, support, and monitor an effective and integrated community-based system of services for District residents with identifiable mental health needs. To accomplish this mission, the Department was structured with a meaningful separation between its Authority and provider functions in order to sustain clear goals and values for the system. The Department's structure and responsibility must clearly distinguish between the authority role, which is the overall policy maker for the mental health system, and any role the DMH plays as a provider through its sub-organizations.
5. **Responsibilities.** The Director and Senior Deputy Director of the DMH have direct supervisory responsibility for the DMH authority functions and for CSA and SEH, which are the two provider organizations within the DMH. See Exhibit 1 for DMH Functional Organization Description.
6. **Memoranda of Agreement.** The Authority shall establish memoranda of agreement, shared services and charge back arrangements with CSA and SEH in order to carry out the required functions with the two sub-organizations. This includes having agreements for staff being detailed or assigned to support the Authority or one of the sub-organization's operational functions.
7. **Definitions.** For purposes of this policy:
 - 7a. **Memoranda of Agreement.** A written agreement between the Authority, CSA or SEH that authorizes a formal arrangement. The agreement outlines the established terms and requirements for service.
 - 7b. **Shared Services.** Services and/or functions shared by the Authority, CSA or SEH requiring a cost allotment.
 - 7c. **Charge Back.** Cost allocation method in which shared services are charged to the appropriate parties for their portion of the cost of the shared services.

8. **Specific Guidance.** CSA and SEH shall have the following in place:

- Policies and procedures delineating their separate responsibilities and functions, and
- Budgets that reflect the cost of their operation and cost of all shared services.

9. **Policies and Procedures.** The DMH Policy Support Division, Office of Accountability, shall be responsible for ensuring that all Authority level policies are developed consistent with the separation of functions and responsibilities described in this policy.

Approved By:


Martha B. Knisley
Director, DMH

June 5, 2002
(Date)

DMH FUNCTIONAL ORGANIZATIONAL DESCRIPTION

June 5, 2002

Chief Compliance Officer and Regulatory Counsel

- Develops and implements compliance plan in accordance with federal and local requirements and assures work goals are met and DMH meets standards

General Counsel

- Principal legal advisor to the Director and senior management; have a attorney-client privilege with the DMH

Chief Financial Officer

- Responsible for certifying availability of funds and for the overall preparation of the DMH budget and for oversight and direction for fiscal services in concert with the Office of Fiscal and Administrative Services

Organizational Development

- Redesigns agency work structure and recommends and performs tasks to restructure the public mental health system to better respond to consumer needs and develops systems to assist all staff to do jobs well.

Director

- Chief mental health officer for the City and principal advisor to the Mayor on mental health policies and programs
- Chief Executive Officer for the Department of Mental Health (DMH), organizing the Department for its efficient operation, including creating offices, exercising powers necessary and appropriate to implement the law
- Hires, retains and terminates staff
- Establishes contracts and memoranda's of understandings with governmental bodies
- Establishes priorities for the delivery services
- Enforces all rules and regulations
- Publishes an annual plan

Senior Deputy Director

- Shares responsibility and assists the Director in all phases of managing the Department
- Supervises the CEOs of St. Elizabeths Hospital and the Community Services Agency
- Carries out duties of the Director in the Director's absence

Public Affairs

- Develops and conducts a full range of communications and public affairs activities including responding and initiating media inquiries
- Manages intergovernmental affairs

Consumer and Family Affairs

- Promotes involvement of consumers and their family members in the management and delivery of services in the mh system
- Advocates for consumer issues across departmental and systems activities

Chief Clinical Officer

- Advises the Director and staff on standards, quality assurance, clinical risk management and clinical practice services needs and program development
- Coordinates treatment of persons committed to the care of the DMH

Executive Assistant for Policy & Planning

- Responsible for monitoring the implementation of the "Mental Health Establishment Act of 2001"

Office of Fiscal and Administrative Services

- In concert with the CFO provides oversight and direction for fiscal services; approves the St. Elizabeths and Community Services Agency budgets; the CSA budget is approved based on newly developed revenue requirements consistent with requirements for community agencies
- Plans for facilities including assessing need, overseeing facilities development
- Operates a contract management system
- Develops and management information systems for the authority functions— payment of claims, contracts management and client and demographic data
- Develops enrollment and eligibility processes for contracted and provided services
- Assures all information systems are sufficient to meet DMH and payor requirements
- Prepares and oversees DMH budgeting including budget preparation, fiscal accounting and fiscal administration in cooperation with the CFO---for both capital and operating budgets
- Conducts fiscal analysis and fiscal projections
- Administers human resources and labor management for DMH

Office of Accountability

- Licenses Community Residential Facilities (CRFs) for persons with a mental illness
- Certifies freestanding mental health clinics, residential treatment centers for children and youth and Medicaid day treatment programs
- Certifies Mental Health Rehabilitation Service Providers
- *Will certify Supported Independent Living programs*
- Oversees the Incident Review, Grievance processes and citizens monitoring
- Serves as principal liaison to the Medicaid Assistance Administration, carries out DMH responsibilities for oversight of Medicaid HMOs
- Formulates and implements quality improvement, program evaluation and compliance functions for oversight of the MH system
- Provides policy development and implementation support for the DMH authority functions

Office of Delivery Systems Management

- Implements the service delivery management functions across the mental health systems of care including planning and collaborating the operational arrangements for service delivery with other public systems of care: DCPS, YSA, CFSA, DHS, DOH, Superior Court Services, etc.
- Implements the children, youth and families system of care and adult system of care through planning, contract and collaborative arrangements; contracting includes developing program requirements for all DMH service contracts and arranging for the delivery of services through human care service agreements and other contract options
- Assures continuity of care arrangements are included in all contracts and agreements; assures proper exchange of information
- Develops and operates the Access/Helpline (HUB)
- Develops and monitors acute care contracts
- Develops discharge planning and diversion activities for both children and youth and adults
- Develops and maintains collaborative relationships and liaison activities with advocacy organizations and surrounding jurisdictions
- Oversees implementation of the DMH Housing Plan