

# Community Services Performance Contract

## Frequently Asked Questions (FAQ)

**What is the Performance Contract?** The Performance Contract is the primary accountability and funding mechanism between the Virginia Department of Behavioral Health and Developmental Services (DBHDS) and the individual Community Services Boards.

The Performance Contract consists of several documents:

- *The Community Services Performance Contract*: This contract outlines the scope of services, resources, CSB responsibilities, DBHDS Responsibilities, subcontracting and various terms and conditions. This document also includes several Exhibits that provide additional guidance. While most of the document is standard from one CSB to another, each CSB submits a unique Exhibit A (see below for more information.)
- *Partnership Agreement*: This document outlines how the DBHDS Central Office, state facilities, and CSBs will collaborate.
- *Administrative Requirements*: This document covers not only financial, procurement, reimbursement and other typical administrative functions, but also includes requirements for forensics services and services for individuals who are deaf or hard of hearing.

**What is included in Exhibit A?** Exhibit A is primarily separated into two sections: Fiscal and Services (sample provided at end of FAQ).

- *Fiscal*: The Financial section of Exhibit A requires each CSB to identify the funding sources for each Disability Area (i.e., mental health, developmental services, and substance abuse). DBHDS pre-populates many of these funding sources when it distributes a notification of funding to each CSB. The notifications are typically distributed in early May.
- *Services*: The Services section of Exhibit A requires each CSB to identify projected service capacities, individuals served, and costs for each core service (e.g., Mental Health Outpatient).

**Why is Exhibit A Important?** CSBs submit the original Exhibit A in early summer. CSBs then submit a six-month report and an end of the year report. If actual services differ from projected services by 25% or more, DBHDS requests additional information. DBHDS uses the information from Exhibit A when presenting data to the Governor or General Assembly.

**How is Exhibit A Prepared?** The County's budget serves as the basis for the exhibit. If funding changes are included in the notification of funding from DBHDS, the DBHDS revenues are used and staff prepares an agenda item in the summer to reconcile the DBHDS and county revenues.

**Are All Services Reported in Exhibit A?** No. Approximately 81% of the \$41.1 million of the CS budget is included in the Performance Contract. The largest exclusion is \$4.1 million for Early Intervention, which is monitored through a separate contract. Also excluded are funds related to the High Intensity Drug Trafficking Area (HIDTA) program, local funds provided through the Community Partner program, in-school substance abuse treatment services, and some contracted services in the Intellectual Disability Program.

**What is the Timeline for Approval?** Preparation of Exhibit A is not started until CS receives (1) the notification of funding from DBHDS and (2) the approved County budget. CSBs have until June 26 (the date changes slightly each year) to submit Exhibit A. In addition to Exhibit A, several signature pages are also required at that time. CSBs have until September 30 to obtain local legislative body approval of the entire Performance Contract. Prince William CSB seeks approval from the Prince William Board of County Supervisors, the City of Manassas Park and the City of Manassas.

**What are the Other Reporting Requirements?**

- CSBs are required to submit Exhibit B: Continuous Quality Improvement (CQI) Process and CSB Performance Measures on a quarterly basis.
- Exhibit A is updated for mid-year and year-end actuals.
- HIPAA-compliant client data is transmitted to the State on a monthly basis through the Community Consumer Submission (CCS).