

Attachment Y - Reports

** Submit all Monthly/Quarterly reports by the 10th of the following month or quarter (as appropriate) if that day is a weekday; if not the next available business day.*

| Attachment Y Reports and Meetings | | | |
|--|--|--|---|
| <u>RFP Section</u> | <u>Report</u> | <u>Submission Timeframe</u> | <u>Evidence Received/Approved By DPSCS Personnel:</u> |
| 3.10.4 | EHR and HIPPA compliance training | within 5 working days of completion of training | Contract Manager |
| 3.20.2 | Meeting Agenda | at least 10 days prior to each meeting | Contract Manager |
| 3.20.3 | Meeting Minutes | within five (5) days of the meeting | Contract Manager |
| 3.21.4.2 | Initial Physical Inventory Report | within 20 days after current contract's expiration date | Contract Manager |
| 3.21.4.2 | Annual Physical Inventory Report | Annually within last thirty (30) days of each contract year; due no later than June 30th of each year | Contract Manager |
| 3.23.3.5.1 | Sick Call Log | Monthly | Regional Assistant Director of Mental Health Services ACOM |
| 3.24.3.2 | Mental Health 7-Day Intake Report | Monthly | Director of Mental Health Services |
| 3.26.1.1 | Seven (7) Day Exam Report | Monthly | Contract Manager |
| 3.31.1 3.38.3.3 | Peer Review Report | Monthly | Director of Mental Health Services Medical Director |
| 3.32.2.1 | Security Incident Report (SIR) | within 24 hours of occurrence | Director of Mental Health Service |
| 3.32.2.2 | Serious Incident Report Summary (SIRS) | Quarterly | Director of Mental Health Services |
| 3.33.1.3 | Corrective Action Plan | within 10 working days of suicide review | Regional Assistant Director of Mental Health Services |
| 3.33.1.4 | Mortality Review Report | monthly and quarterly as part of the CQI meeting report | Director of Mental Health Services |
| 3.36.3 | Sexual Assault Report | within 24 hours of occurrence | Regional Assistant Director of Mental Health Services |

*** Submit all ~~Bi~~ Semi-Annual / Annual reports by the last day of the month following the end of year if that day is a weekday; if not the next available business day.*

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| <u>RFP Section</u> | <u>Report</u> | <u>Submission Timeframe</u> | <u>Evidence Received/Approved By DPSCS Personnel:</u> |
|--------------------|---|--------------------------------|---|
| 3.38.3.2 3.38.4 | Mental Health Chronic Care Clinic Summary Report (3.23.4) | monthly | Contract Manager Director of Mental Health Services |
| 3.38.3.4 3.38.4 | Mental Health Outpatient Services Summary Report (3.23) | monthly | Director of Mental Health Services |
| 3.38.3.5 3.38.4 | Inpatient Mental Health Treatment Units Summary Report (3.25) | Monthly | Director of Mental Health Services |
| 3.38.3.6 | Statistical and Utilization Management Summary Report | Monthly | Contract Manager Director of Mental Health Services |
| 3.38.4.1 3.29 | Administrative Remedy Procedure (ARP) Report | Monthly | Director of Mental Health Services |
| 3.38.4.3 | Compliance Report of Duval vs. O'Malley | Monthly | Contract Manager |
| 3.39.3.2 | Utilization Management and Utilization Review Report | Quarterly | Director of Mental Health Services Contract Manager |
| 3.41.3 | Emergency Preparedness "Man down" drill Report | within 30 days of the activity | ACOM |
| 3.42.1.2 | Safety and Sanitation Report | Monthly | Director of Nursing ACOM |

*** Submit all ~~Bi~~ **Semi**-Annual / Annual reports by the last day of the month following the end of year if that day is a weekday; if not the next available business day.*

Attachment Y Meetings

**Proposed meeting agendas shall be submitted to the DPSCS Contract Manager and all applicable Department staff at least 10 days prior to each meeting.*

| Attachment Y Reports and Meetings | | | |
|--|---|------------------|--|
| <u>RFP Section</u> | <u>Meeting</u> | <u>Timeframe</u> | <u>Attendees:</u> [along w/Contractor's Statewide Mental Health Director] |
| 3.19.1 | Weekly Start Up Meetings | Weekly | DPSCS Contract Manager Contractor's Contract Manager |
| 3.6.3.4 | Administrative and Clinical Management Meeting | Monthly | Internal Contractor Employees |
| As requested & appropriate by the Medical Contractor | Multi-Disciplinary Statewide Infection Control Meeting [within each Service Delivery Area] | Monthly | Representatives of the Mental Health Contractor Representatives of the Medical Contractor Pharmacy Contractor's Statewide Director DPSCS Director of Infection Control ACOMs DPSCS Contract Manager DPSCS Medical Director ~ as appropriate and necessary ~ representatives from the Dental Contractor, local health departments, the Department of Health and Mental Hygiene, and the AIDS Administration |
| 3.30.2(1) | Quarterly Statewide Multi-Contractor Continuous Quality Improvement (CQI) Meeting | Quarterly | chaired by the Contractor's UM Medical Director: Department's Medical Director, Director of Mental Health Services, Director of Nursing and Director of Social Work; (b). The Contractor's Mental Health Director, Director of Nursing and Contract Manager (c). The Contractor's sub-contractors may attend, |
| 3.30.2(2) | Quarterly Regional Multi-Contractor Continuous Quality Improvement (CQI) Meeting | Quarterly | chaired by the Contractor's UM Medical Director: Department's Medical Director, Director of Mental Health Services, Director of Nursing and Director of Social Work; (b). The Contractor's Mental Health Director, Director of Nursing and Contract Manager (c). The Contractor's sub-contractors may attend, |

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Meetings**

**Proposed meeting agendas shall be submitted to the DPSCS Contract Manager and all applicable Department staff at least 10 days prior to each meeting.*

| <u>RFP Section</u> | <u>Meeting</u> | <u>Timeframe</u> | <u>Attendees:</u> <u>[along w/Contractor's Statewide Mental Health Director]</u> |
|--------------------|---|---|--|
| 3.34.1.1 | Monthly Regional Pharmacy and Therapeutics (P & T) Meeting | Monthly | Contractor's Regional Mental Health Director and Regional Director of Nursing Medical and Dental Representatives |
| 3.34.1.2 | Quarterly Statewide Pharmacy and Therapeutics (P & T) Meeting | Quarterly | Contractor's Statewide Mental Health Director and Statewide Director of Nursing Medical Representatives, Dental Representatives, the DPSCS Medical Director, the DPSCS Director of Nurses, the DPSCS Director of Mental Health Services, Regional Pharmacists |
| 3.4.3 | Quarterly Regional Multi-Disciplinary Trends/Cost Effective Practices Meeting | Quarterly | <ul style="list-style-type: none"> • Contractor's Contract Manager • Contractor's Regional Mental Health Director • other DPSCS Health Care Contractors (as requested) |
| 3.19.1 | Weekly Start Up Meetings | up to sixty (60) days following contract commencement | DPSCS Contract Manager Contractor's Contract Manager |
| 3.19.2 | Initial Kick-Off Meeting | to be determined by DPSCS Contract Manager in cooperation w/Contractor's Contract Manager | DPSCS Contract Manager Contractor's Contract Manager |