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| <b>Title 1</b>    | <b>Northern Lakes Policies</b>       |
| <b>Part 103</b>   | <b>Managed Health Division</b>       |
| <b>Subpart B</b>  | <b>Contract Management</b>           |
| <b>Policy No.</b> | <b>103.202</b>                       |
| <b>Subject</b>    | <b>Minimum Contract Requirements</b> |

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### **Applicability**

Policy applies to all MHD staff, NLCMH staff, and contract and network providers.

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### **Policy**

At a minimum, all contracts must contain the following: purpose; effective dates; authorized signatures; target service group and eligibility criteria for contract provisions; identification of the services or provisions sought; identification of requirements associated with the delivery of service(s), quality assurance requirements and/or provisions contracted; amount to be paid; the basis upon which payment(s) will be made, identification of documents and information required for payment to occur; performance indicators and objectives upon which compliance with the contract will be measured; identification and documentation of how liability risks are covered, and, documented acceptance of an approved recipient rights process. Minimum contract provisions are established per the requirements of any and all applicable MDCH contracts, State and Federal rules and regulations.

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### **Procedures**

None.

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**Adoption Date:** June 4, 2006

**Review Dates:** June 5, 2009

**Revision Dates:**