

PROCEDURE # 2.5A	EFFECTIVE DATE	REVISED DATE
TITLE: REQUESTING SERVICE RATE CHANGES FOR SUBSTANCE USE DISORDER SERVICES	1/1/2014	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 2.5	4/16/24	
POLICY TITLE: SUD RATES		
CHAPTER: FINANCIAL MANAGEMENT		

I. PURPOSE

To ensure regional consistency in development of reimbursement rates for all Substance Use Disorder contracted service providers within the region's service area.

II. PROCEDURES

A. Process for Requesting Service Rate Changes

1. Providers may request consideration of a rate change for a service when the criteria outlined in the SUD Rates policy are met.
2. To initiate a request a provider must complete the Rate Request Form and
3. submit it (via the CMHSP or the LRE for the service that is the subject of the request). Verbal requests or requests submitted in any other manner will not be considered. Any such request would be considered for all providers of that service element.
4. CMHSP and/or LRE staff may initiate the request for a rate change based on the criteria outlined in the SUD Rates policy. Completion and submission of the Rate Request Form are also required.
5. CMHSP and LRE staff will direct the request to the LRE Chief Financial Officer. The LRE CFO shall assume responsibility for completion of the rate review request.

B. Process for Reviewing Rate Changes

1. The LRE will provide a form to gather necessary/pertinent information for use in consideration of the request.
2. To initiate the process of review, the agency or CMHSP/LRE staff member making the request must complete the required sections of the form and submit it to the LRE Chief Financial Officer (or designee).
3. The LRE Chief Financial Officer (or designee) shall gather input and feedback from all affected parts of the system (e.g. Finance team members, ROATs, etc.).
4. Upon completion of the review and financial analysis, a recommendation shall be made by the SUD Rate Group to Finance ROAT. Finance ROAT will then make

a recommendation to the Operations Advisory Council. Upon approval, LRE or the CMHSP Member(s) who contracts with the provider will communicate the result.

5. If the decision is made to change a rate as a result of this process, the LRE and/or CMHSPs may opt to accelerate the timetable for procurement of the service to assure best value.

III. REFERENCES/SUPPORTING DOCUMENTS

- LRE Policy #2.5: Reimbursement Rates for Substance Use Disorder Services
- Rate Request Form