

PROCEDURE # 2.5A		EFFECTIVE DATE	REVISED DATE
TITLE: REQUESTING SERVICE RATE CHANGES FOR SUD SERVICES		January 1, 2014	
<u>ATTACHMENT TO</u>		REVIEW DATES	
POLICY #:	2.05	1/26/2021	
POLICY TITLE: REIMBURSEMENT RATES FOR SUBSTANCE USE DISORDER SERVICES			
CHAPTER: FINANCIAL MANAGEMENT			

I. PROCEDURES**A. Process for Requesting Service Rate Changes**

1. Providers may request a consideration of a rate change for a service when one or more of the above criteria are met.
2. To initiate a request a provider must complete the Rate Request Form and 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.
3. CMHSP and/or LRE staff may initiate the request for a rate change based on the above criteria via completion and submission of the Rate Request Form.
4. 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.
3. The LRE Chief Financial Officer 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 CFO to the LRE CEO and upon approval communicated to the providers and/or CMHSPs involved in the request.
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.

II. REFERENCES/SUPPORTING DOCUMENTS

- LRE Policy #2.05: Reimbursement Rates for Substance Use Disorder Services
- Rate Request Form