

CONTRACT AND CREDENTIALING POLICY

PURPOSE:

Establish a policy and procedure for the execution, enforcement, and signatory authority for all contracts and completion of Credentialing applications with contracting agencies.

SCOPE:

This policy and procedure apply to all LADD services.

POLICY

Individuals wishing to enter into negotiations for contracts such as those described above must have the cooperation and approval of the Executive Director which may be directly or indirectly implicated in performance of the contract. The Board of Directors deems the Executive Director as the responsible party to approve contracts and credentialing for LADD Services. The employee initiating the contract or completing the Credentialing Application as approved by the Executive Director is responsible for reading the contract or application entirely and determining that:

- The contract language is clear and consistent, and accurately reflects the current state of negotiations;
- The contract/application meets programmatic requirements and the mission of LADD
- They can ensure compliance with the obligations the agreement places on LADD; They have consulted with accountants or other departments affected by the contract or application; and the contract terms have been approved by the Executive Director.

DEFINITIONS:

This policy uses the term ‘**contract**’ to mean any agreement, written or oral, that creates an obligation, right, or liability for LADD.

An agreement may be a binding contract even though one party provides something of value to the other party at no charge. This policy applies to the initial contract and to every amendment, renewal or extension of such a contract. Examples of contracts include, but are not limited to: agreements for the purchase, lease, or rental of goods or services; deeds; nondisclosure agreements; agreements that set terms for acceptance for gifts; a sale, lease, or donation of goods or services; liability waivers; clinical service agreements; settlement of disputes; licenses; memoranda/letters of understanding or cooperation; contracts with hotels, convention centers or other facilities which require a written agreement; instructional agreements; assignment of the right of a person, group, or agency to use LADD logo or resources; etc.

Credentialing is a process by which the eligibility of an entity for a particular job or task is established by determining if the entity has the specified qualifications and fulfills the defined requirements. Credentialing is the process of obtaining, verifying, and assessing the qualifications to provide care or services in or for a health care organization. Credentials are documented evidence of licensure, education, training, experience, or other qualifications.

PROCEDURE:

1. As established by the Board of Directors, the Executive Director is given the power and authority to sign contracts or other operations related documents along with approving a designee i.e., the Corporate Compliance Officer, Director of Operations & Development.
2. The Executive Director has delegated signatory authority and in a limited number of instances the authority to sign a specific contract may be delegated to other LADD Management such authorization will be documented.

3. Unauthorized signers are in violation of this policy and can be held personally responsible for any obligation under the contract. Such actions may also result in disciplinary action, up to and including separation from employment.
4. Credentialing Applications are to be completed and signed by the Executive Director or the Corporate Compliance Officer or Director of Operations and Development. The LADD authorized representative will attest that information submitted on the credentialing application is complete and accurate to the best of their knowledge.
5. Upon completion of the Credentialing application, a copy of the application and all supporting documentation will be kept in the Administrative Drive/Contracts/Credentialing Folder.
6. Original signed contracts are saved in the electronic Remote Desktop System. Copies of Community Mental Health contracts are put into the shared drive for the LADD contracted financial company.

