Mental Health Provider Manual Revision Protocol

The purpose of this document is to create a protocol for making edits and revisions to the Mental Health Provider Manual in compliance with General Provisions and Obligations (7) Section E of the FY2019 DMH Master Agreement:

> "DA is responsible for complying with the requirements set forth in the documents identified immediately below. Only the most current version of any document shall be applicable. If any of the documents are retired during the performance period, DA is responsible for complying with requirements only for dates of service prior to the end date of the document. DMH shall endeavor to provide reasonable advance notice and coordinate as feasible with the DA network regarding the modification of any rule or items referenced in this section 7.E which will materially affect the rights, obligations or funding of DA under this Agreement. DMH will work with the DA network to publish an operational protocol regarding this process within 30 days of the execution of this agreement. DMH shall supply DA with any final or adopted changes or amendments to the following documents, and DA will be responsible for compliance with such changes within 90 calendar days after receipt of the change, unless a shorter period is required by law or a longer period of time is agreed to by the parties. Whenever possible, DMH and DA shall agree upon a reasonable implementation schedule for any such change, modification or amendment, but ultimately, the State of Vermont, AHS or other promulgating authority is responsible for final decisions as to implementation timelines required by law".

DMH proposes the following:

- DMH will review the Mental Health Provider manual on a quarterly basis to ensure that all components are in compliance with current Medicaid regulations and aligns with the mission, objectives, and philosophy of the department.
- DMH will review any requests for revisions from the Designated Agencies through Vermont Care Partners (VCP). Requests for revisions should be sent to AHS.DMHPolicy @vermont.gov. If DMH reviews a proposed revision from the VCP network and decides not to accept it, DMH will communicate this decision with a rationale to VCP for dissemination to the network within 90 days of receiving the request.
- When DMH decides to make an edit or revision to the Mental Health Provider Manual, DMH will draft the proposed revisions, ensuring compliance with state and federal regulations, with the expectation that the majority of changes will not occur until the end of the 90-day period.
    - The first month of the quarter DMH will draft the proposed revisions to the Manual and will distribute the proposed revisions to the DA Network. DMH will then coordinate with VCP to participate in dialogue with the network in the most relevant settings (for example, one or more monthly directors' group meetings) in Month Two.
    - Month two, DMH will meet with the appropriate representatives of the VCP network as outlined above for the purpose of receiving feedback on the proposed revisions.

- Month three, DMH will provide a written response to the input it received. . If changes to the proposed revisions are not accepted, DMH will communicate this decision with a rationale to VCP for dissemination to the agencies.   If the proposed changes are accepted, DMH will work with within AHS to implement the policy change and make the approved changes to the Provider Manual.
- DMH will then notify Vermont Care Partners and the Designated Agencies that the change has been implemented and the revised manual will be uploaded onto the DMH website. All revisions to the Manual will be documented in a revision log located on the same webpage as the manual
- As per section 7E of the DMH Master Agreement, The Designated Agencies will have 90 days to fully implement this change.

If any urgent need for revision arises, including any erroneous content that will affect the implementation of payment reform, DMH will make the necessary revisions and distribute them to the DA network immediately for implementation, noting these changes in a log located on the same webpage as the manual.