




**OFFICE OF BEHAVIORAL HEALTH
POLICY AND PROCEDURE STATEMENT**

PROCEDURE NUMBER:	300.3	
SUBJECT:	CSoC Contract Amendments and Publication	
CONTENT:	Procedures for public comment, notification, input, and publication of CSOC contract amendments	
STATUS:	<input type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Published
EFFECTIVE DATE:	October 15, 2019	
REVISION DATES:		
INQUIRIES TO:	OBH Policy Coordinator Office of Behavioral Health P.O. Box 4049 (Bin 12) Baton Rouge, LA 70821-4049 Phone: 225-342-1562 Fax: 225-342-5066	
APPROVAL SIGNATURES:	Signature 	Date 10/15/19
	Signature	Date
	Signature	Date

1. Definitions

- 1.1 **Coordinated System of Care (CSoC)** – Program focused on responding to the needs of young people who have significant behavioral health challenges who are in or at imminent risk of out-of-home placement, and their families; a collaborative effort among families, youth, the Department of Children and Family Services (DCFS), the Department of Education (DOE), the Louisiana Department of Health (LDH), and the Office of Juvenile Justice (OJJ).
- 1.2 **Imminent Peril** – Sudden, urgent and critical situations that call for aid to the public health, safety, or welfare that require immediate approval of a proposed policy or procedure or manual revision without otherwise published the proposed policy or procedure or revision as required by standard timelines required under R.S. 46:460.53 and 460.54.
- 1.3 **Public Comment** – Public comment ensures that measures are developed using a transparent process with balanced input from relevant stakeholders and other interested parties. The public comment period provides an opportunity for the widest array of interested parties to provide input on contract amendments under development by the Louisiana Department of Health (LDH) Office of Behavioral Health (OBH) and the CSoC contractor and can provide critical suggestions not previously considered.
- 1.4 **Redline** – A requirement that any proposed new language shall be boldface and underscored. All proposed deletions shall be struck through.

2. Statement of Purpose, Scope and Applicability

- 2.1 The intent of this procedure is to outline a standard revision and publication process, inclusive of a public comment and notification protocol for the LDH OBH contract amendments to ensure compliance with state law.
- 2.2 In compliance with R.S. 46:450.51(15), 460.53, and 450.54, this procedure provides for a defined term, a public notice requirement, and implementation of a policy for the adoption of contract amendments.
- 2.3 This procedure is applicable to OBH relative to all CSoC program Prepaid Inpatient Health Plan (PIHP) contract amendments. This procedure shall not apply to any fee schedule change or administrative rulemaking promulgated under the Administrative Procedure Act.

3. Policy

- 3.1 OBH, prior to executing any amendment to a professional, personal, consulting, or social services contract that provides for managed care under the Louisiana Medical Assistance Program for the CSoC contractor, shall publish on a publicly accessible page of the OBH website a copy of the entire proposed contract amendment and provide a public comment period of no less than thirty days.

- 3.2 If OBH finds that an imminent peril to the public health, safety, or welfare requires immediate execution of a proposed contract amendment without otherwise publishing the proposed contract amendment as required in the above paragraph, OBH may execute the proposed contract amendment upon publishing a copy of the contract amendment and a written statement that details the reason or finding that an imminent peril to the public health, safety, or welfare requires adoption of the executed amendment.

4. Procedure

4.1 CSoC Contract Amendment and Publication

- 4.1.1 OBH initiated CSoC contract amendment is drafted and submitted to the OBH Executive Management Team (EMT) for approval.
- 4.1.2 The EMT-approved CSoC contract amendment is submitted in redline format to the CSoC contractor for review.
- 4.1.3 All contractor comments and the impact of the proposed changes(s) will be reviewed and considered.
- 4.1.4 The redline version of the contract amendment shall be posted to the OBH website for thirty (30) calendar days along with a summary document inclusive of the following:
- 4.1.4.1 Item number
 - 4.1.4.2 Title
 - 4.1.4.3 Date posted
 - 4.1.4.4 Pages impacted
 - 4.1.4.5 Summary of changes
 - 4.1.4.6 Public comment due date
 - 4.1.4.7 Status
 - 4.1.4.8 Document links
- 4.1.5 All public comments and the impact of the proposed changes(s) will be reviewed and considered. OBH will not respond to comments directly. Health Plan Management will maintain an archive of all public comments.
- 4.1.6 All public comments in response to the contract amendment received during the allotted time for comment will be posted to the website after the close of the comment period.
- 4.1.7 If no revisions to the proposed contract amendment are necessary, Health Plan Management will proceed with submission of the contract amendment for processing.

4.2 Emergency Notice

- 4.2.1** When OBH determines that imminent peril to public health, safety, or welfare requires a change to a managed care contract, OBH may proceed with approving the contract amendment with a written statement posted to the website citing the necessity for utilizing the emergency process.

- 4.2.2** The emergency notice may also apply to the extent necessary to avoid sanctions, penalties, and/or to avoid budget deficit in the case of medical assistance programs.

5. Attachments - None