

Effective Date: 5/15/2009; 12/3/2007  
Revised Date: 1/11/2017  
Review Date: 1/11/2017

## North Sound Behavioral Health Organization

Section 3000 – Fiscal: Flex Funds

Authorizing Source: BHSC Contract

Cancels:

See Also:

Providers must comply with this policy and may develop individualized implementation guidelines as needed

Responsible Staff: Fiscal Officer

Approved by: Executive Director

Signature:

Date: 1/11/2017

### **POLICY #3046.00**

### **SUBJECT: FLEX FUNDS**

### **PURPOSE**

To establish guidelines for the eligibility criteria for flexible funding use.

### **POLICY**

The North Sound Behavioral Health Organization (North Sound BHO) designates a defined amount of money each year to contracted provider agencies to be used in a flexible manner to allow for the purchase of goods or services directly related to the needs related to mental health recovery and resiliency of current enrollees and/or persons receiving crisis response services when no other resources are available.

Flexible funding is to be used to purchase goods or short-term services (up to 3 months) when no other enrollee or community resources are available to meet specific mental health needs:

- 1) To divert hospitalization or out-of-home placement;
- 2) To create or maintain a least restrictive, safe living environment;
- 3) For immediate medication, housing, food or other basic needs on a one-time basis with a plan for future funding.

Flex Fund use must be consistent with the individuals current needs related to mental health recovery and resiliency as documented on the Recovery/Resiliency Plan. Attempted use of other resources must be clearly documented prior to the use of Flex Funds.

### **Exclusions**

Flex funds may not be used for legal fees.

Any flex fund request for reimbursement over \$1,500 per incident requires prior approval of North Sound BHO Fiscal Officer. Flex Fund usage will be reported to North Sound BHO by providers on a monthly basis for reimbursement on the North Sound BHO Flex Fund Billing Form.

North Sound BHO may designate a portion of the Flex Funds to be used toward an identified program or target population (such as Program for Assertive Treatment [PACT], Wraparound, Crisis Services, etc.).

**PROCEDURE**

North Sound BHO will determine the amount of funding each contracted provider will receive based on available funding during each contracting period.

Each provider will designate a fund manager(s) who reviews and approves all requests based on the above criteria.

Providers will develop their own internal policies for the process of requesting and approving funding as expeditiously as the individual's mental health condition requires. A copy of each provider's policy will be forwarded to North Sound BHO prior to the reimbursement of any Flex Funds. This policy will include the method of application and approval and enrollee eligibility. Flex fund requests and/or usage must be documented in the individual's record.

Providers will submit requests for flex funds on North Sound BHO's Flex Fund Billing Form. Provider's Flex Fund Manager will maintain a log of Flex Fund uses and submit it with receipts for each use to North Sound BHO for the reimbursement of Flex Funds on a monthly basis.

**ATTACHMENTS**

None