

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration
Section 5000 – Contracts/Audit: Subcontractual Relationships and Delegation

Authorizing Source:
Cancels: New
See Also:
Responsible Staff: Contracts Manager

Approved by: Executive Director
Motion#:

Date: 6-24-04

POLICY#5002.00

SUBJECT: SUBCONTRACTUAL RELATIONSHIPS AND DELEGATION

PURPOSE

To define the requirements for oversight of delegated functions

POLICY

NSMHA will ensure that subcontractors performing delegated functions receive proper oversight and are accountable for these responsibilities.

PROCEDURES

1. Prior to delegation, NSMHA will evaluate the prospective subcontractor's ability to perform the activities to be delegated.
2. There will be a written agreement that specifies the activities and report responsibilities designated to the subcontractor, which provides for revoking the delegation or imposing other sanctions if the subcontractor's performance is inadequate.
3. NSMHA will monitor the subcontractor's performance on an ongoing basis and subject it to formal annual review.
4. If any deficiencies or areas for improvement are noted NSMHA will require the subcontractor to take corrective action.

ATTACHMENTS

None