DEVELOPMENTAL DISABILITIES CENTER

FISCAL POLICIES & PROCEDURES

16.223A **Procedure for Reasonable notice of non-renewal of Contract**

1. The DDC shall provide a 30 day written notice to a Program Approved Service Agency (SPO) of its intent not to renew a contract.
2. The SPO shall have the opportunity to protest the non-renewal of the contract by providing written notice to the DDC within 15 days of the original notice.
3. The DDC shall provide a written response to the protest within 15 days.
4. After reaching the final decision, the DDC shall send notice to all affected individuals, and the Department of Disabilities Services (DDS), of the itôs intent to not renew the Agenciesô contract.
5. The SPO may protest to DDS after the above procedures have been exhausted.

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Approved Date

Effective Date: _____

Revised Date:_____

DEVELOPMENTAL DISABILITIES CENTER

FISCAL POLICIES & PROCEDURES

16.247C2b **Policy for Setting Payment Rates**

1. The Developmental Disabilities Center shall negotiate specific program rates for purchasing services from Service Provider Agencies (SPO).
2. The DDC shall establish a rate schedule each year with the maximum allowable rates that will be paid for services within the Supported Living and Childrenôs Extended Service programs. SPO & Independent contractor rates must be approved by the DDC before payment for services.
3. The DDC shall establish a rate schedule for Comprehensive services that shall apply uniformly to all providers. The rates established will be consistent with efficiency, economy and quality of care.
4. Documentation of how the rates were established will be available upon request.

16.247C3 **Policy for Fee Charges to Service Provider Organizations**

1. The Developmental Disabilities Center reserves the right to charge fees to service agencies for services performed. At the present time, no fees are being charged. If at such time, the DDC decides to implement fees to service agencies, procedures in DDS policies 16.247C3 will be followed.

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Approved Date

Effective Date: _____

Revised Date:_____

DEVELOPMENTAL DISABILITIES CENTER

FISCAL POLICIES & PROCEDURES

16.323 **Policy for Contract Disputes**

Pursuant to Section 27-10-5-104.5.(3)(c), the following shall apply in the event of a contractual dispute between a program approved services agency and the Developmental Disabilities Center (DDC)

1. The service agency shall submit the protest in writing to the DDC stating the specific grounds for the dispute and relief requested.
2. The DDC may request within 15 days additional information necessary to resolve the protest.
3. Within 15 days after the receipt of any additional materials, the DDC shall respond to the protest by issuing a written decision.
4. If the service agency disagrees with the decision, the service agency may request that the Executive Director of the Developmental Disabilities Services review the decision.
5. Not withstanding the dispute, the DDC shall honor all contractual obligations entered into in its contract with Department. No agency shall have itôs contract terminated pending resolution of the dispute unless necessary for the preservation of public health, safety, or welfare, as determined pursuant to section 16.325

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Approved Date

Effective Date: _____

Revised Date:_____