

Customizing the Contract Template For Use in Your Local System or With a Specific Provider

The contract template was designed to cover the requirements that would be applicable for most local systems and with most providers. In order to address issues specific to your local system or with a given provider, you may need to customize the template. The ways in which you may need or want to adapt the template for local use include, but are not limited to, the following:

Exceptions:

- *If the local lead agency does the billing for the provider(s), then you may be able to delete B, C and/or D in Section IV: Scope of Services. You also should review letter P in that section and determine whether you need to add any more specific information about what documentation must be submitted by the provider and when in order for the local lead agency to do the billing.*
- *If the local lead agency does not contract for service coordination, then you may delete H.3 and N in Section IV: Scope of Services.*
- *If the provider will only be providing certain services, then review L, M, and O in Section IV: Scope of Services and delete those that do not apply.*
- *If the local lead agency does not want the provider to submit contact notes with the monthly activity log, then you may revise the second sentence of letter R in Section IV: Scope of Services.*

Other Considerations:

- Does the local lead agency expect provider attendance at local trainings?
- What are the local lead agency's expectations about the level of supervision and oversight that will be delivered by the provider agency?
- Is there an expectation for provider attendance at certain team/staff meetings?
- If applicable, what amount will the local lead agency charge the provider for doing the billing for the provider or for providing training, mentoring and/or oversight, including quality assurance monitoring (particularly if the contract is with an individual provider)?
- What are the expectations about how much of the catchment area the provider will serve?