



Prevention Contract Amendment Proposal Form PREVENTION CONTRACT AMENDMENT PROPOSAL FORM INSTRUCTIONS

Purpose: This form is used by the Provider to request an amendment to the MBO codes utilized in their contract. Changes requiring an amendment include the addition of new codes, the removal of underutilized MBO codes, reallocation of units from one code to another and/or other unit quantity changes. It can be submitted at any time during the fiscal year however, an amendment request will not be accepted or approved after the fiscal year has ended.

Spreadsheet Description: This form is two pages. The first page is to be a summary of changes being requested. The left side column of the first page is for Current Contracted Services and the right-side column is for the Proposed Changes to those services. The column on the right will denote the changes being requested and all fields should be filled out completely. Under these fields is a section for addition of new codes. **Please note when adding new codes**, you must submit a Cost Summary form and a Workplan for new each code to be added. Finally, the second page contains a text box for a summary of the rationale for the proposed amendment. Include rationale for all changes being requested on the first page of the amendment form.

Process:

1. The Provider will complete an amendment form and submit it to the SUD Prevention Administrative Coordinator. Please note, if a new service is being proposed the Amendment must also include an attached Prevention Provider Work Plan and Cost Summary form. These forms can be found on the Region 10 website under the Forms tab in the SUD Prevention section.
2. The PIHP will review and consider the proposed amendment request.
3. The PIHP review will include a summary of how the amendment impacts the overall budget. Ensure the reallocation, addition, or subtraction of units changes the overall budget as **minimally as possible**.
4. Once the amendment request is approved, the PIHP will create an Amendment to the Provider Services Contract and will send to the Provider for signature.

Instructions:

Current Contracted Prevention Services Section:

Current MBO/Strategy Code: Enter MBO and strategy code of the service(s) to be amended.

Annual Contracted Units: Enter the current annual contracted units for the MBO/strategy code to be amended. This information is found on the Attachment A of your Region 10 Prevention contract.

Unit Cost: Enter the current unit cost of the MBO/strategy code to be amended.

Annual Strategy Budget: Enter the current annual budget for the MBO/strategy code to be amended. (Number of units multiplied by unit rate).

Proposed Changes to Prevention Services Section:

+/- of Units: Indicate whether the units are to be added to or subtracted from the MBO/strategy code as well as the quantity of units to be changed.

Total Units of Service: Enter the new proposed total number of units for the MBO/strategy code to be amended.

Unit Cost: Enter the proposed unit rate for the MBO/strategy code to be amended.

Annual Strategy Budget: Enter the proposed annual strategy budget for the MBO/strategy code to be amended. This is obtained by multiplying the number of total units by the unit rate.

Effective Amendment Date: Enter the date the amendment is proposed to be effective. This should be a future date.

Proposed New Prevention Services:

New Proposed Service/Strategy Code: Enter name of new proposed prevention service and strategy code. Attach a Prevention Provider Work Plan and a Provider Services Cost Summary.

Annual Units: Enter number of planned annual units for new proposed prevention service/strategy code.

Unit Cost: Enter the unit rate of the new proposed prevention service/strategy code.

Annual Budget: Enter the amount of the annual budget for the new proposed prevention service/strategy code.

Specific Rationale for Proposed Changes:

Enter the rationale for all proposed amendments.



Clear Form

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If an amendment is necessary, this proposal may be submitted anytime.

Agency Name:

Date:

Existing Contracted Prevention Services								
Current				Proposed				
Current MBO/ Strategy Code	Annual Contracted Units	Unit Cost	Annual MBO/ Strategy Budget	+/- of Units	Units of Service	Unit Rate	Annual Strategy Budget	Effective Amendment Date
Proposed New Prevention Services								
New Proposed Service/Strategy Code*	Annual Units			Unit Cost		Annual Budget		



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Specific Rationale for all proposed Amendments:

A large, empty light gray rectangular box intended for providing the specific rationale for all proposed amendments.

* Any newly proposed prevention services must be accompanied by a Prevention Provider Work Plan and a Provider Services Cost Summary.