

<p align="center"><b>Community Mental Health Affiliation of Mid-Michigan</b></p> <p><b>SUBJECT:</b> Network Administration</p> <p><b>SCOPE:</b> All CMHAMM CMHSPs</p>	<b>POLICY 5.0</b>	<b>REVIEW DATES</b>	
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	<p><b>ISSUED BY:</b> Director of Affiliation Operations</p> <p><b>APPROVED BY:</b> Board of Directors</p>	04/09/08	
		02/19/09	
<b>Effective Date:</b> 5-17-07	<b>Revised Date:</b>		

**I. PURPOSE:**

To establish standardized systems and processes for provider network and contract management administration across the Affiliation.

**This policy and all related procedures will apply only to those activities involving the use of Medicaid funding.**

**II. POLICY:**

The PIHP will develop and maintain standard procedures for contract procurement, negotiation and evaluation, provider credentialing, provider orientation and training, and provider monitoring and shall establish the role and function of the Provider Network Management Workgroup in ensuring consistency in contract and provider management across the Affiliation.

**III. RESPONSIBILITIES:**

- A.** Each CMHSP is responsible for following the approved PIHP procedures for contract procurement, including the provider application process, the RFP process, where indicated, which includes evaluation of proposal, contract negotiation and execution, provider credentialing and provider monitoring
- B.** The PIHP Contract Administrator is responsible for oversight of the PIHP provider network and for assuring CMHSP compliance with the network administration policy.

**IV. MONITORING AND REVIEW:**

The PIHP Network Administrator will monitor the functions identified above which have been delegated to the CMHSPs. The Director of Affiliation Operations reviews this policy annually. External review will include MDCH and CMH site visits and reporting.

**V. RELATED POLICIES AND PROCEDURES:**

- CMHAMM Procedure 5.1 Provider Network Management
- CMHAMM Procedure 5.2 Credentialing/Re-credentialing