

REGION V SYSTEMS POLICIES AND PROCEDURES

Adopted by Regional Governing Board

Date: May 8, 2006



RGB Chair



Regional Program Administrator

Scope:

This policy is applicable to Region V Systems' fiscal management of Culturally and Linguistically Appropriate Services (CLAS) funding.

Purpose:

To ensure that Region V Systems' CLAS funding is used for efforts which promote culturally and linguistically appropriate behavioral health services in the Region V Systems service area.

Policy:

It is the policy of Region V Systems' CLAS Coalition to provide reimbursement for interpreter services to Region V's Network Providers. Network Providers will accept the responsibility of ensuring the professional quality of the interpreters they choose to utilize for interpretation services.

Procedure:

Network Providers shall submit "Interpretation Reimbursement Requests" (see attached) for eligible costs to Region V Systems on a quarterly basis. Reimbursement requests shall be submitted in October, January, April, and July. All claims must be accompanied by an invoice from the interpretation provider.

Annual funding is limited for these reimbursements. If funding for reimbursement should be depleted before the end of the fiscal year, that quarter's Network Provider requests will be prorated according to the total requests submitted for that quarter. No further requests will be reimbursed, after the prorated quarter, for the remaining portion of the fiscal year.

Reimbursement claims for interpreter services may be submitted for consumers who meet the following criteria:

- 1) The consumer is served under Region V Systems' funding for the specific service for which interpretation is being provided.
- 2) The consumer is not eligible for interpretation reimbursement through Medicaid, private insurance, or other funding sources.

Eligible costs include:

- 1) Interpreter fees (hourly rates and base fees)

Costs that are ineligible for reimbursement:

- 1) Mileage costs
- 2) Translation costs
- 3) Interpretation services provided by a Network Provider's own employees
- 4) Interpretation costs accrued outside of the current fiscal year