

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: ENGAGEMENT OF CONSULTANTS

ANNUAL REVIEW MONTH: February

RESPONSIBLE FOR REVIEW: Financial Services Manager

LAST REVISION DATE: 9

Central State Hospital is expected to provide both specialized and comprehensive services to clients. To meet this objective, it is occasionally necessary to supplement the existing staff with the use of consultants. Consultants, for purposes of this policy, include individuals who possess specialized skills, talents, or credentials deemed necessary for the provision of the broad spectrum of client care services needed by those persons entrusted to our care. The hospital may have access to both administrative and clinical specialist services that may not be available from the existing staff. These services may be provided for by either a part time employment arrangement, or through the establishment of an independent contractor relationship.

The CSH Director of Human Resource Management (HRM) or designee will review all "Questionnaire For Determining Independent Contractor Status" requests to ensure that the relationship is appropriately defined as a contractor and not an employee. The Chief Medical Officer and/or chairperson of the appropriate Professional Services Committee will review the resume/application and other credentials of clinical specialists to ensure that the consultant(s) meet(s) all appropriate professional and licensure standards.

All arrangements for the provision of administrative services by a consultant must be approved by the CSH Chief Executive Officer, with clinical service consultants approved by the Chief Medical Officer.

General Information:

1. A current employee of Department of Behavioral Health and Developmental Disabilities (DBHDD) may not be engaged as a CSH consultant. The engagement of certain full time or part-time employees of other state agencies as CSH consultants requires the advance approvals from both State agencies' appointing authorities.

2. A proposal to provide services, or the (CSH) Consultant Agreement (form CSH-225), is to be secured from outside consultants being considered for independent contractor status with the Hospital.

All applicants for consultant must complete the "Questionnaire For Determining Independent Contractor Status". The CSH HRM Director or designee will make an initial determination as to whether the employer/employee relationship would exist between the consultant and the hospital. A contract arrangement can be established for those that are determined not to be in an employee relationship. If the consultant can be qualified as an independent contractor, then a contract for services arrangement may be established.

- a. Some consulting type functions can be provided by part time, non-benefitted, hourly paid employees. The SDO should contact the HRM Director for assistance in determining whether this is appropriate. Following the position authorization, the position should be advertised and filled in the normal fashion for such positions.
- b. Independent Contractors: Consultants qualifying as Independent Contractors are to be engaged by one of two different methods.
 1. If the consultant contractor will provide direct care, custody, or treatment services to clients, or if the amount of anticipated billings by the consultant to the hospital will exceed \$10,000.00 in any one fiscal year, then the method is the Contract-Independent Contractor Format. This specific methodology is covered in Procedure 2.22A.
 2. If the amount of anticipated billings is less than \$10,000.00, and no direct care services or contact with clients is involved, the Bill for Services Rendered process is to be followed. The details for this process are also covered in Procedure 2.22A.

This policy is meant to reflect the rules and guidelines as outlined in Department of Behavior Health and Developmental Disabilities Personnel Policy #301 and Rules of the State Personnel Board, Chapter 428-1, Paragraph 1.20.

Approved: This policy has been approved by the CEO/CMO on 12/09.