

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: **ENGAGEMENT OF CONSULTANTS**

ANNUAL REVIEW MONTH: February

RESPONSIBLE FOR REVIEW: Financial Services Manager

LAST REVISION DATE: November 2007

The purpose of this procedure is to provide guidelines and methods to engage consultants in compliance with the policies, rules and regulations of the Rules of the State Personnel Board, Department of Human Resources (DHR), Division of Mental Health, Developmental Disabilities and Addictive Disease.

Participants: Service Chief/
Department Head/
Office Director
Chief Executive Officer (CEO)
Human Resource Management
Director (HRM Director)
Chief Medical Officer (CMO)
Chairperson, Professional
Services Committee
Financial Services Manager
Accounting Office

ENGAGEMENT OF CONSULTANT

RESPONSIBLE PERSON

RESPONSIBILITY

**Service Chief/Department
Head/Office Director**

1. Determine need which cannot be met with existing resources. Contact the Financial Services Manager regarding likely status of a consultant employee or independent contractor.
2. Confirm that necessary funds are available for the employment or payment of a consultant.

3. If a part-time employment arrangement is determined to be the correct method for engaging a consultant, take the necessary steps to complete the DHR-HL001. Prepare and forward to the CEO or CMO, via the Budget Office, for approvals. (Requests involving Administrative Service Consultants go to the CEO, while Clinical Service requests go to the CMO.)
4. If an independent contractor arrangement for consultant services is determined as the correct method, then the Financial Services Manager will advise as to the specific steps necessary to create an authorized contract and payment arrangements for such services (See attachments A & B).

CEO/CMO

1. For position requests review form DHR-HL001. If approved, indicate by signature and forward to the HRM Director. If not approved, return the original form to the requesting official with notice of disapproval or request for additional information.
2. For independent contractor requests, review proposal or CSH Consultant Agreement as presented. Confirm validity of Independent Contractor status with prior to conditional approval of agreement. Certain consultant agreements are subject to DHR/OFS review prior to being authorized for payment, while others may be approved locally.

HRM Director

1. Review all requests from CSH DDOs for consultant arrangements. Advise as to whether the employee relationship or independent con-

tractor relationship will be created. Recommend methodology for engagement of consultant, exempt position creation and employment or independent contractor status.

2. For part time employment arrangements.
 - a. Review form DHR-HL001 (Rev. 2/02), for completeness and accuracy and confer with the requesting official, as necessary (See DHR Policy #301).
 - b. Have DDO submit form DHR-5331 through the Budget Office to the CEO/CMO for necessary approvals. Upon obtaining local authorizations, submit executed DHR form HL001 (Rev. 2/02) original to DHR OHRM Job Development and Analysis Section.
 - c. Upon receiving confirmation notice on the establishment of the position from DHR OHRM Job Development and Analysis Section, notify the requesting official.

Financial Services Manager

1. For independent contractor engagements.
 - a. Review request from DDO and advise as to need for consultant proposal or CSH Consultant Agreement, and completion of DHR's Questionnaire For Determining Independent Contractor Contractor Status.
 - b. For Independent Contractors proposed for an engagement involving direct care, custody, or treatment services to clients or where the anticipated billings

will exceed \$10,000.00 in any one fiscal year, follow the steps outlined in Attachment A.

- c. For Independent Contractors proposed to be engaged in services that do not involve direct care or contact with clients and where the monetary value the anticipated services is less than \$10,000.00, follow the steps outlined in Attachment B.

**Service Chief/Department
Head/Office Director**

When notified by HRM Director/ Financial Services Manager as to conclusion of authorization process finalize arrangements for consultant services. If employment approach is to be followed, submit request for filling a vacant position. For independent contractors, follow steps outlined in Attachments A & B, processing invoices and payment requests through Accounting Office.

Financial Services Manager

Review and recommend budgetary approval/disapproval to CSH CEO/CMO on requests received for establishing positions for consultants (DHR Form HL001). Forward to CEO/CMO as appropriate.

Accounting Office

Process requests for payments to authorized independent contractors on either Basic Expense Forms 5165, and 5353.

**Chair, Professional
Services Committee**

Work with appropriate DDOs, CMO and CEO to assure that any clinical service consultants engaged to provide specialized services to CSH clients are appropriately qualified and monitored.

Approved:

This procedure has been approved by the CMO and CEO on 12/17/2007.