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| **APPLICABILITY:** | All providers in the MVES provider network |
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| **EXCEPTION(S):** | None |
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| **PURPOSE:** | To comply with contract requirements |
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| **POLICY:** | Mystic Valley Elder Services (MVES) participates in the operation and administration of a program of home care services to consumers under a contract with the Executive Office of Elder Affairs (EOEA.) The Home Care Program offers a variety of options for individuals to live independently at home. Those individuals that need assistance with activities of daily living may find that home and community based services available through our provider network can meet their needs. MVES purchases services for consumers from qualified providers - **the MVES provider network** - under the terms and conditions set forth in an agreement. As stated in the provider agreement, “None of the services to be provided by the Provider pursuant to this agreement shall be **subcontracted** to any other organization, association, individual, partnership or group of individuals without the prior written consent of the ASAP.”  MVES is responsible for monitoring the provider network for legal, regulatory and contract compliance. Providers are responsible for ensuring their subcontractors are in compliance with the provider agreement requirements and, if applicable, the Business Associate Agreement which states “the provider will ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information. The Business Associate agrees to develop and implement a system of sanctions for any employee, subcontractor, or agent who violates this agreement of the Privacy regulations.”  Providers must request approval from MVES to enter into a subcontract with an individual or an organization. Some of the services that have been approved are as follows: Laundry, skilled trades, grocery shopping, transportation, PERS installation, payroll services, nutrition and food services, PT, OT and Speech Therapy.  Providers will send the request by mail or email to the MVES Contract Manager. The decision to approve or deny the request will be made by The Director of Home Care Programs and the Contract Manager. The provider will receive the approval or denial by email from the Manager of Provider Relations within 30 days of the request. A template for an approval notice form is attached. |