

ATTACHMENT B

SCOPE OF SERVICES *Consumer Drop-in Center*

A.

B. Access to Service Site, Consumers, Staff, and Records: CONTRACTOR agrees that authorized representatives of the CMHSP shall have access to each service site, consumers, staff, and consumer records upon request.

C. Administration:

1. Records: CONTRACTOR agrees that all records relative to each home under this contract shall be readily available at any reasonable time for examination or audit by personnel authorized by CMHSP or by law. CONTRACTOR further agrees that all records required/produced relative to this contract shall be maintained for no less than seven years. Destruction of clinical records after seven years must be pre-approved by CMHSP.
2. Financial Records: CONTRACTOR agrees to maintain complete and current financial records for each home and each consumer, supporting receipts and other documentation and the minimum or comprehensive chart of accounts.