

ILLINOIS  
DEPARTMENT  
OF HUMAN  
SERVICES

*Division of  
Alcoholism and  
Substance  
Abuse*

DASA  
CONTRACT  
PROGRAM  
MANUAL

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## **Introduction/Definitions**

The DASA Contract Program Manual serves as a resource for all providers who receive funding for substance abuse intervention and treatment services. Each section of this manual provides information that specifies the source document to ensure compliance with all contractual obligations. All policies and procedures referenced in this manual have been developed as a result of mandates contained in DASA Administrative Rules, Parts 2030, 2060 and 2090. All definitions are contained within these rules.

Full compliance with and a thorough understanding of DHS/DASA rules and procedures is expected of all funded providers. The majority of errors that cause delay or recoupment of payment can be prevented by adherence to the policies and procedures referenced in this manual.

## **Policies and Procedures**

All DASA contract policies and procedures are contained within the following FY 2016 documents:

- **DASA Contractual Policy Manual**
- **DARTS Manual**
- **DASA Substance Abuse Attachment C**

## **Deliverables/Costs/Payments**

Information concerning specific deliverables related to substance abuse funding is contained in the **DHS Community Services Agreement, DASA Substance Abuse Attachment C** and provider specific exhibits which are contained in the Appendix of this manual. Information specific to reimbursement rates and the methods of disbursement is contained in the **DASA Contractual Policy Manual, DHS Community Services Agreement, or the applicable DHS services Exhibit.**

In addition to funding contained in DASA contracts, DASA also certifies and enrolls providers for Medicaid reimbursement for covered substance abuse services delivered to eligible individuals. All procedures relative to Medicaid certification, enrollment, and billing are contained in the **DASA Policy Manual for Participants Covered Under the Department of Healthcare and Family Services Medical Programs.**

## **Provider Responsibilities**

Funded providers are expected to be in full compliance with all mandates specified in **DASA Administrative Rules and all other referenced documents.** In addition, for any provider that receives Federal funding (ASAF, SAPT) compliance to all **Certifications** contained in the Appendix of this manual is expected. It is the responsibility of all providers to notify DASA of any difficulty in meeting any contractual obligation. Such notification must be in accordance with established procedures and time frames.

## **Department Responsibilities**

DHS/DASA is responsible for executing all contracts for funded substance abuse treatment providers. Additionally, DASA is responsible for certification and enrollment of providers for Medicaid reimbursement for covered services. Specific information about these responsibilities is contained in the manuals and documents referenced in the Deliverables/Costs/Payments section herein.

### **Support Services**

DASA has provided a Help Desk e-mail and fax number for all funded providers to utilize when there are questions regarding contractual obligations. This e-mail address is [DHS.DASAHHELP@ILLINOIS.GOV](mailto:DHS.DASAHHELP@ILLINOIS.GOV) and the fax number is 217-558-4656.

### **Billing Instructions**

All instructions for reporting services to DASA for reimbursement through Medicaid are contained in the **DASA Policy Manual for Participants Covered Under the Department of Healthcare and Family Services Medical Programs**. All instructions for reporting services to DARTS for proper earnings credit are contained in the **DARTS Manual**.

### **Program Monitoring**

DASA monitors licensed and/or funded programs to ensure compliance with all rules, regulations, and contractual obligations. Monitoring occurs electronically as well as in onsite visits. A monitoring schedule is established every fiscal year. In addition, DASA conducts post-payment audits on all funding sources.

## Appendix and Forms

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### Additional Federal Funding Certifications

The following certifications are applicable only to those providers whose contracts contain Federal funding (SAPT or ASAF).

1. The Authorized Organization Representative (the authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principles:
  - a. have not within a 3-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - b. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - c. have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. The Authorized Organization Representative certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace;
    - ii. The grantee's policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) herein;

- d. Notifying the employee in the statement required by paragraph (a), herein, that, as a condition of employment under the grant, the employee will:
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - e. Notify DASA in writing within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Such notice shall include the convicted employees' position title and their employment responsibilities in relation to their DASA funded services.
  - f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted:
    - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
3. The Authorized Organization Representative certifies that the organization has the institutional, managerial, and financial capability to ensure proper planning, management and completion of all funded service activities.
  4. The Authorized Organization Representative certifies that the organization will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  5. The Authorized Organization Representative certifies that the organization will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subawards.
  6. The Authorized Organization Representative certifies that the organization will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
  7. The Authorized Organization Representative certifies that the organization will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of

flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); and (f) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

8. The Authorized Organization Representative certifies that the organization will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
9. The Authorized Organization Representative certifies that the organization will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
10. The Authorized Organization Representative certifies that the organization will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
11. The Authorized Organization Representative certifies that the organization will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
12. The Authorized Organization Representative certifies that the organization will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

## **Exhibits**

All contractual obligations relative to DHS/DASA funding and/or specific programming are contained in **DHS Community Services Agreement**.

## **State Authoritative Sources**

Above and beyond what is included in the Community Services Agreement boiler plate, and the Attachment C, sub-recipients are required to comply with the State Authoritative Sources as applicable.

### **State Authoritative Sources including but not limited to:**

Illinois Charitable Trust Act (760 ILCS 55)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2127&ChapterID=61>

Business Corporation Act (805 ILCS 5)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2273&ChapterID=65>

## **Executive and Administrative Orders**

<http://www.illinois.gov/Government/ExecOrders/Pages/default.aspx>

Administrative Order #1

<http://www.illinois.gov/Government/ExecOrders/Pages/AdministrativeOrder-2010-1.aspx>

Illinois Emergency Budget Act of Fiscal Year 2011 SB3660 Enrolled

<http://www.ilga.gov/legislation/96/SB/09600SB3660enr.htm>

Illinois Administrative Code

<http://www.ilga.gov/commission/jcar/admincode/titles.html>

Contractual Services Defined

State Finance Act (30 ILCS 105/15a)

<http://www.ilga.gov/legislation/ilcs/documents/003001050K15a.htm>

Professional and Artistic Services Defined

Illinois Procurement Code (30 ILCS 500/1-15.60)

<http://www.ilga.gov/legislation/ilcs/documents/003005000K1-15.60.htm>

Purchasing, Contracting and Leasing

Illinois Procurement Code (30 ILCS 500/1-1 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=532&ChapterID=7>

44 Ill. Adm. Code Part 1

<http://www.ilga.gov/commission/jcar/admincode/044/04400001sections.html>

Contract Filing and Late Filing Affidavits

Illinois Procurement Code (30 ILCS 500/20-80)

<http://www.ilga.gov/legislation/ilcs/documents/003005000K20-80.htm>



Lease of Office and Storage Space and Facilities

Civil Administrative Code of Illinois (20 ILCS 405/405-300)

<http://www.ilga.gov/legislation/ilcs/documents/002004050K405-300.htm>

Fair Employment Practices

Ill. Const. (1970) art. 1, sec. 17,

<http://www.ilga.gov/commission/lrb/con1.htm>

Governmental Ethics

Illinois Governmental Ethics Act (5 ILCS 420/1-101 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=129&ChapterID=2>

State Officials and Employees Ethics Act (5 ILCS 430 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=2529&ChapterID=2>

Expenditure Authority

SAMS (Section 11)

<http://www.ioc.state.il.us/index.cfm/resources/sams-manual1/> (page 392)

Payment for Goods and Services

State Prompt Payment Act (30 ILCS 540/1 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=539&ChapterID=7>

State Contracts

Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/0.01 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=550&ChapterID=7>

Human Services Provider Contracts

Human Services Provider Bond Reserve Payment Act (30 ILCS 435/15)

<http://www.ilga.gov/legislation/ilcs/documents/003004350K15.htm>

Requirement to Purchase from Department of Corrections

Unified Code of Corrections (730 ILCS 5/3-12-7)

<http://www.ilga.gov/legislation/ilcs/documents/073000050K3-12-7.htm>

Child Care Service Contracts (Only Applicable to Child Care Contracts)

State Agency Employees Child Care Services Act (30 ILCS 590/1 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=554&ChapterID=7>

Purchase of Recyclable Products or Supplies

Illinois Solid Waste Management Act (415 ILCS 20/3)

<http://www.ilga.gov/legislation/ilcs/documents/041500200K3.htm>

Change Orders in Public Contracts

Criminal Code (720 ILCS 5/33E-9)

<http://www.ilga.gov/legislation/ilcs/documents/072000050K33E-9.htm>

Invoice Voucher Certification Clause

State Finance Act (30 ILCS 105/9.04)

<http://www.ilga.gov/legislation/ilcs/documents/003001050K9.04.htm>