



## POLICY & PROCEDURE (P&P) APPROVAL REQUEST FORM

### I. P&P INFORMATION

Assigned Policy Name: SUTS Executive Level Salary Limitation Policy

Assigned Policy Number: BHSD 3501

Policy Area(s): Mark All That Apply

- |  |  |
|--|--|
| <input type="checkbox"/> Plan Administration and Organization        | <input type="checkbox"/> Provider Network                    |
| <input type="checkbox"/> Scope of Services                           | <input type="checkbox"/> Documentation Requirements          |
| <input checked="" type="checkbox"/> Financial Reporting Requirements | <input type="checkbox"/> Coordination and Continuity of Care |
| <input type="checkbox"/> Management Information Systems              | <input type="checkbox"/> Beneficiary Rights                  |
| <input type="checkbox"/> Quality Improvement System                  | <input type="checkbox"/> Beneficiary Problem Resolution      |
| <input type="checkbox"/> Utilization Management Program              | <input type="checkbox"/> Program Integrity                   |
| <input type="checkbox"/> Access and Availability of Services         | <input type="checkbox"/> Reporting Requirements              |

Submitted by: victor Ibabao Date: 9/23/2019

Policy developed by: Leilani villanueva and the BHSD SUTS Team

Attach P&P Document For Review In this Section [Include Paperclip Icon Here]



### II. APPROVAL

#### Section A: HHS Compliance and County Counsel

HHS Compliance: DocuSigned by: victoria plan Date: 9/24/2019  
3527B4B4F12742C...

County Counsel: DocuSigned by: Emily Fedman Date: 9/24/2019  
BEDCD44FA6BA42B...

#### Section B: BHSD Executive Director

BHSD Executive Director: DocuSigned by: Dani Tullys Date: 9/25/2019  
AB2AABE6ED30409...

Note - A copy of the Approved P&P Form will be emailed to: BHSD Compliance Unit



**Policy & Procedure Number: BHSD # 3501**

<input checked="" type="checkbox"/>	<b>BHSD County Staff</b>
<input checked="" type="checkbox"/>	<b>Contract Providers</b>
<input type="checkbox"/>	<b>Specialty Mental Health</b>
<input checked="" type="checkbox"/>	<b>Specialty Substance Use Treatment Services</b>

**Title: Executive Salary Schedule Limitation**

<b>Approved/Issue Date:</b>	<b>Behavioral Health Services Director:</b>	
<b>Last Review/Revision Date:</b>	<b>Next Review Date:</b>	<b>Inactive Date:</b>

<p><b><u>REFERENCE:</u></b></p> <p>Inter-Government Agreement for Substance Use Disorder Services for Fiscal Year (FY) 2016-17 through FY 2018-19 with DHCS, Contract # 16-93236 Exhibit A, Attachment I, Section 27.A. - Restrictions on Salaries</p> <p>Department Health Care Services (DHCS) Standard Agreement for Substance Use Disorder Prevention and Treatment Block Grant Services (SABG) for June 1, 2017 through June 30, 2020, Contract #17-94160 Exhibit A, Attachment I A1, Section 2.A. – Restrictions on Salaries Exhibit B, Section I.6. – Budget Detail and Payment Provisions Exhibit B, Part II, Section 2, Subsection I.6.</p> <p>United States Office of Personnel Management – Senior Executive Service Compensation. <a href="https://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/">https://www.opm.gov/policy-data-oversight/senior-executive-service/compensation/</a></p> <p>SABG Policy Manual, What Services cannot be provided with SABG Funding, SABG Policy Manual V.1, p. H-6: <a href="https://www.dhcs.ca.gov/services/Documents/SABG%20Policy%20Manual/SABG_Policy_Manual_V1.pdf">https://www.dhcs.ca.gov/services/Documents/SABG%20Policy%20Manual/SABG_Policy_Manual_V1.pdf</a></p>
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<p><b><u>POLICY: Background</u></b></p> <p>To be in compliance with the United States Office of Personnel Management (OPM) and DHCS requirements for executive salary schedule limitations.</p> <p><b>Departmental Policy:</b> It is the Behavioral Health Services Department (BHSD) policy to ensure that no part of any federal funds shall be used to pay for the salary and wages of an individual at a rate in excess of Level I of the OPM’s Executive Schedule. Salary and wage schedules may be found at: <a href="https://grants.nih.gov/grants/policy/salcap_summary.htm">https://grants.nih.gov/grants/policy/salcap_summary.htm</a></p>
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**Title: Executive Salary Schedule Limitation**

SABG funds used to pay a salary in excess of the rate of basic pay for Level I of the OPM's Executive Schedule shall be subject to disallowance. The amount disallowed shall be determined by subtracting the individual's actual salary from the Level I rate of basic pay and multiplying the result by the percentage of the individual's salary that was paid with SABG funds.

BHSD will not use SABG funds to pay the salary of an individual through a grant or other extramural mechanism at a rate in excess of Level I of the OPM's Executive Salary Schedule for the awarded year.

BHSD will comply with the County applicable Salary Ordinances.

<b>Responsible Party</b>	<b>Action Required</b>
<b>BHSD staff</b>	The County salary schedule will be monitored. In the event that an executive's salary exceeds Level I of the OPM's Executive Schedule, steps will be taken to cover the excess with non-federal funds.