



118A JW

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

BUREAU OF BEHAVIORAL HEALTH
105 PLEASANT STREET, CONCORD, NH 03301
603-271-5000 1-800-852-3345 Ext. 5000
Fax: 603-271-5058 TDD Access: 1-800-735-2964

April 15, 2013

*42% General
58% Federal
#2 - Retroactive*

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Requested Action

1) Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to **amend** an agreement (purchase order 1023844) with Behavioral Health and Developmental Services of Strafford County, Inc. DBA Community Partners of Strafford County, 113 Crosby Road, Suite 1, Dover, New Hampshire 03820, vendor number 177278, to provide additional federal Medicaid Incentive for Prevention of Chronic Disease funds to improve the cardiac and metabolic health of individuals with serious mental illness by increasing the price limitation by \$12,479 from \$176,444 to an amount not to exceed \$188,923, effective May 15, 2013, or date of Governor and Council approval, whichever is later, through June 30, 2013. The Governor and Council approved the original agreement on June 20, 2012, Item Number 89C.

2) Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to **amend** an agreement (purchase order 1023844) **retroactive** to April 1, 2013, with Behavioral Health and Developmental Services of Strafford County, Inc. DBA Community Partners of Strafford County, 113 Crosby Road, Suite 1, Dover, New Hampshire 03820; vendor number 177278, to use federal Balancing Incentive Program funds to fund training for workforce development in the community mental health system by increasing the price limitation by \$47,600 from \$188,923 to an amount not to exceed \$236,523, effective April 1, 2013, through June 30, 2013. The Governor and Council approved the original agreement on June 20, 2012, Item Number 89C.

Funds to support this request are available in the following accounts in Fiscal Year 2013:

05-95-40-403010-5855 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, SERV FOR CHILD AND FAMILIES, CHILD FAMILY SERVICES

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
550-0398	Assessment and Counseling	40150001	\$ 1,770	\$ 0	\$ 1,770

05-95-92-920010-7010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, COMMTY MENTAL HEALTH SVCS

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
502-0891	Payments to Providers	92207010	\$ 98,026	\$ 0	\$ 98,026

05-95-92-920010-2087 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:
 BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, MIPCD GRANT

<u>Class/Object</u>	<u>Account Name</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
102-0731	Contracts for Program Svs	92202087	\$ 76,648	\$ 12,479	\$ 89,127

05-95-95-958010-3316 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:
 COMMISSIONER-COMMUNITY BASED CARE SERVICES, BALANCING INCENTIVE PROGRAM

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
102-0731	Contracts for Program Svs	95803316	\$ 0	\$ 47,600	\$ 47,600
Total			\$ 176,444	\$ 60,079	\$ 236,523

Explanation

Relative to Requested Action 1, the purpose of this request is to add a 1.0 FTE staff position to the Wellness Incentives Program, also known as the Healthy Choices Healthy Changes Program. This position and program is federally funded and designed to promote health lifestyles among individuals with mental illness by reducing their risk of cardiovascular and other diseases. Persons with serious mental illness have some of the highest per capita health expenditure costs due to high rates of cardiovascular disease, diabetes, chronic lung disease, and obesity. As a result, their life expectancy is 25 years less than the rest of the U.S. population. This program promotes healthier lifestyles by providing incentives for exercise, improved nutrition, and smoking cessation.

The 1.0 FTE position being funded is a Health Mentor who will serve an estimated 80 persons in the program. Funding for the program began in SFY12, but because of slow start-up, positions could not be filled until SFY13. The unused federal funds from SFY12 were carried forward into SFY13 and will be used to pay the salary and benefits for this position.

Relative to Requested Action 2, the purpose of this request is to use federal Balancing Incentive Program funds to provide training to staff within the community mental health system that treat adults with serious mental illness and children with serious emotional disturbance. The Bureau requests that this amendment be retroactive. The approval to spend these federal funds occurred late in the fiscal year. In order to take advantage of the appropriation of these funds in SFY13, the Bureau authorized the contractor to begin organizing the trainings in April. The contractor is on target to complete the trainings by the end of the fiscal year.

The purpose of the Balancing Incentive Program grant that was awarded to the New Hampshire Department of Health and Human Services was to rebalance Medicaid spending between institutional and non-institutional long-term care and to improve access to and offerings of home and community-based long-term services and supports to allow those needing long-term care through Medicaid to remain in their homes and communities to the greatest extent possible rather than in nursing homes and hospitals.

The training to be provided to community mental health center staff ties into priority initiatives identified in the Bureau of Behavioral Health's 10-Year Olmstead Plan. Examples of training include Cognitive Behavioral Therapy, Dialectical Behavior Therapy, Trauma-informed Psychotherapy, Integrated treatment of co-occurring disorders, and Illness Management and Recovery. A better-trained workforce within the community mental health system will be better able to treat clients and prevent them from needing hospitalization.

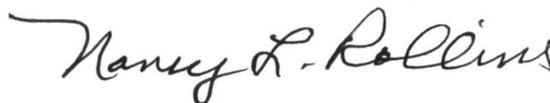
Should the Governor and Council not approve Requested Action 1, the federal Medicaid Incentive for Prevention of Chronic Disease funds will be returned and potentially up to 80 persons will not benefit from the Wellness Incentives program, and the Bureau will not meet the enrollment goals submitted in the original grant application to the Centers for Medicare and Medicaid Services (CMS). Should the Governor and Council not approve Requested Action 2, the state will be foregoing the opportunity to use federal funds to improve the clinical expertise of the community mental health system workforce with an end toward treating people in their communities and preventing the need for hospitalizations and other forms of institutional care. In addition, this would hamper the Department's progress towards achievement of the Balancing Incentive Program goals of spending at least 50% of all Medicaid long-term care funds on non-institutional long-term supports and services, a requirement by the end of September 2015.

Area served: For the catchment area served, please see the attached list of communities.

Source of funds: 42% General Funds and 58% Federal Funds.

In the event that the Federal Funds become no longer available, General Funds shall not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

NLR/PBR/sl
G&C FY13 Region 9 Amendment #1

Enclosures

Region IX
Behavioral Health and Developmental Services
of Strafford County, Inc.

DBA Community Partners of Strafford County

Communities Served:

Barrington
Dover
Durham
Farmington
Lee
Madbury
Middleton
Milton
New Durham
Rochester
Rollinsford
Somersworth
Strafford

CERTIFICATE OF VOTE

I, Ann Landry, do hereby certify that:

1. I am the duly elected Clerk of Behavioral Health & Developmental Services of Strafford County, Inc.
DBA Community Partners of Strafford County
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on May 13, 2013.

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, concerning the following matter:

To Provide: Mental Health Services

RESOLVED: That the President hereby is authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of **May 13, 2013**.

4. **Christopher Roundy** is duly elected **President** of the Corporation.

(Seal)
(Corporation)

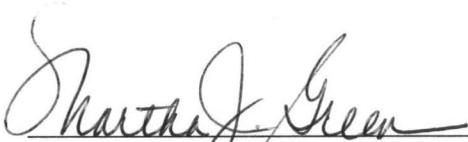

(Signature of Board Secretary)

State of **New Hampshire**

County of **Strafford**

The foregoing instrument was acknowledged before me this **13th** day of May, 2013,

by **Ann Landry**.


Name: **Martha J. Green**

Title: Notary Public/Justice of the Peace

(Seal)
(Notary Public)

Commission Expires: **3/4/2014**

Amendment to Agreement

This Amendment to Agreement (hereinafter called the "Amendment") is dated this **13th** day of **May, 2013**, between the State of New Hampshire, Division of Community Based Care Services, Bureau of Behavioral Health of the Department of Health and Human Services (hereinafter called "BBH") and **Behavioral Health and Developmental Services of Strafford County, Inc. DBA Community Partners of Strafford County**, a non-profit corporation organized under the laws of the State of New Hampshire with a place of business at 113 Crosby Road, Suite 1, Dover, New Hampshire 03820 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an Agreement dated **June 6, 2012**, the Contractor has agreed to provide certain services upon the terms and conditions specified in the Agreement, in consideration of payment by BBH of certain sums specified therein; and

WHEREAS, pursuant to Paragraph 17. of the Agreement, the Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties thereto and only after approval of such amendment, waiver, or discharge by the Governor and Executive Council of the State of New Hampshire;

WHEREAS, BBH and the Contractor have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing and of the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement.

1.1. The Agreement is hereby amended as follows:

By deleting, in Subparagraph 1.8. of the General Provisions \$176,444. and substituting therefore the number \$236,523.

2. Amendment and Modification to Exhibit A, Scope of Work

2.1. Add Section **XIII. BALANCING INCENTIVE PROGRAM**

XIII. BALANCING INCENTIVE PROGRAM

A. The Balancing Incentive Program (BIP) federal funds are available to enhance the capacity of the Community Mental Health Centers through trainings to serve adults with Serious Mental Illness and children with Serious Emotional Disturbance. The trainings supported by this agreement involve unique specialized service models and tools that will improve the core competencies of provider staff to utilize practices that are proven successful in improving outcomes for individuals served and keeping those in need of behavioral health long-term services and supports in their communities and out of institutions.

B. Payment Method: The Contractor shall draw down these funds by submitting monthly invoices ("green sheets") to BBH.

Contractor Initials: CGR
Date: 5/13/13

3. Amendment and Modification to Exhibit B, Methods of Payment.

3.1. By changing Paragraph 7. to read, "The following Program funds shall only be expended by the Contractor as directed by BBH. Failure to expend Program funds as directed may, at the discretion of BBH, result in financial penalties not greater than the amount of the directed expenditure:

Division for Children, Youth & Families Consultation	\$ 1,770
Emergency Services	98,026
Medicaid Incentive for the Prevention of Chronic Disease	89,127
Balancing Incentive Program	47,600
Total	\$236,523

3.2. By adding the following to the end of Paragraph 12:

CFDA #: 93.778
Federal Agency: U.S. Department of Health and Human Services
Program Title: Balancing Incentive Program
Amount: \$ 47,600

4. Effective Date of Amendment: The Effective Date of Requested Action 1 is May 15, 2013, or date of Governor and Council approval, whichever is later, through June 30, 2013. The Effective Date of Requested Action 2 is retroactive to April 1, 2013, through June 30, 2013.

5. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Agreement, the Agreement and the obligations of the parties there under shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year written above.

DHHS – Division of Community Based Care Services
The Bureau of Behavioral Health

Behavioral Health and Developmental Services
of Strafford County, Inc.
DBA Community Partners of Strafford County

By: Nancy L. Rollins
Nancy L. Rollins
Associate Commissioner

By: Christopher Roundy
Christopher Roundy, President

STATE OF NEW HAMPSHIRE
COUNTY OF NEW HAMPSHIRE

The forgoing instrument was acknowledged before me this 13th day of May, 2013, by

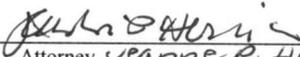
Christopher Roundy.

Sharon J. Green
Notary Public / Justice of the Peace
Commission Expires: 3/4/14

Contractor Initials: CGR
Date: 5/13/13

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: 
Attorney Jeanne P. Herrick

Date: 27 May 2013

Contractor Initials: CCR
Date: 5/2/13



INDEPENDENT AUDITORS' REPORT

Board of Directors

Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries

We have audited the consolidated statements of financial position of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries (the Organization) as of June 30, 2012 and 2011, and the related consolidated statements of activities, functional revenue and expenses, and cash flows for the years then ended. These consolidated financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on the consolidated financial statements based on our audits.

We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries as of June 30, 2012 and 2011, and the consolidated changes in their net assets and their consolidated cash flows for the years then ended in conformity with U.S. generally accepted accounting principles.

Our audits were made for the purpose of forming an opinion on the basic consolidated financial statements taken as a whole. The information included in the accompanying consolidating schedules is presented for purposes of additional analysis and is not a required part of the basic consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic consolidated financial statements. The information has been subjected to the audit procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic consolidated financial statements or the basic consolidated financial statements themselves, and other procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the basic consolidated financial statements taken as a whole.

Berry, Dunn, McNeil & Parker

Manchester, New Hampshire
November 7, 2012

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Consolidated Statements of Financial Position

June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
ASSETS		
Cash and cash equivalents	\$ 2,106,311	\$ 2,315,290
Restricted cash	156,519	155,163
Accounts receivable, net of allowance for doubtful accounts	2,087,591	1,255,648
Grants receivable	20,289	15,805
Prepaid expenses	411,448	452,506
Property and equipment, net	<u>2,231,097</u>	<u>2,326,328</u>
Total assets	\$ <u>7,013,255</u>	\$ <u>6,520,740</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$ 589,135	\$ 409,102
Accrued expenses	883,257	736,029
Refundable advances	996,749	843,805
Loan fund	88,596	88,320
Notes payable	<u>761,907</u>	<u>850,823</u>
Total liabilities	<u>3,319,644</u>	<u>2,928,079</u>
Commitments and contingencies (Note 7)		
Net assets		
Unrestricted	3,597,093	3,509,758
Temporarily restricted	<u>96,518</u>	<u>82,903</u>
Total net assets	<u>3,693,611</u>	<u>3,592,661</u>
Total liabilities and net assets	\$ <u>7,013,255</u>	\$ <u>6,520,740</u>

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Consolidated Statements of Activities

Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Changes in unrestricted net assets		
Public support and revenue		
Medicaid revenue	\$ 21,849,714	\$ 21,497,967
Medicare revenue	152,534	175,729
Client resources	1,391,820	1,466,675
Contract revenue	646,231	572,448
Grant income	387,563	315,057
Interest income	1,096	1,896
Other program revenue	59,374	33,381
Public support	59,740	64,896
Other revenue	<u>174,395</u>	<u>218,703</u>
Total public support and revenue	<u>24,722,467</u>	24,346,752
Net assets released from restrictions	<u>33,020</u>	<u>22,064</u>
Total public support, revenue, and reclassifications	<u>24,755,487</u>	<u>24,368,816</u>
Expenses		
Program services		
Case management	1,887,441	1,978,706
Day programs and community support	6,509,680	6,234,372
Early support services and youth and family	3,408,030	3,457,224
Family support	607,518	644,701
Residential services	5,484,782	5,477,058
Combined residential, day and consolidated services	3,940,153	3,431,267
Medical services	96,718	93,308
Adult services	299,098	384,890
Emergency services	592,081	611,855
Other	<u>443,200</u>	<u>477,939</u>
Total program expenses	<u>23,268,701</u>	22,791,320
Supporting services		
General management	<u>1,399,452</u>	<u>1,546,825</u>
Total expenses	<u>24,668,153</u>	<u>24,338,145</u>
Total change in unrestricted net assets	<u>87,334</u>	<u>30,671</u>
Changes in temporarily restricted net assets		
Grant income	42,557	88,488
United Way allocation	4,079	4,242
Net assets released from restrictions	<u>(33,020)</u>	<u>(22,064)</u>
Total change in temporarily restricted net assets	<u>13,616</u>	<u>70,666</u>
Total change in net assets	<u>100,950</u>	101,337
Net assets, beginning of year	<u>3,592,661</u>	<u>3,491,324</u>
Net assets, end of year	<u>\$ 3,693,611</u>	<u>\$ 3,592,661</u>

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC., D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses

Year Ended June 30, 2012

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Combined Residential, Day and Consolidated Services	Medical Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Revenue													
Medicaid revenue	\$ 2,144,783	\$ 5,747,696	\$ 3,322,702	\$ 283,521	\$ 5,822,722	\$ 4,091,043	\$ -	\$ 314,105	\$ 83,562	\$ 39,780	\$ 21,849,714	\$ -	\$ 21,849,714
Medicare revenue	-	103,127	-	-	-	-	(44)	49,451	-	-	152,534	-	152,534
Client resources	46,369	95,518	288,711	-	654,594	187,165	-	70,252	48,211	-	1,391,820	-	1,391,820
Contract revenue	4,931	156,778	55,184	76,935	800	41,990	200,825	35,132	3,656	70,000	646,231	-	646,231
Grant income	29,358	72,722	110,976	29,615	5,985	678	-	-	-	124,903	374,237	13,326	387,563
Interest income	-	-	-	-	-	-	-	-	-	54	54	-	1,096
Other program revenue	18,836	41,848	675	-	-	-	-	10,851	-	-	53,374	6,000	59,374
Public support	1,399	5,953	1,124	9,208	-	-	-	-	22,957	-	58,078	1,662	59,740
Other revenue	-	37,858	2,214	70	-	337	176	-	-	109,703	151,758	22,637	174,395
Total functional public support and revenue	2,246,676	6,261,300	3,781,586	399,349	6,484,101	4,321,213	200,957	479,792	136,429	367,397	24,677,800	44,667	24,722,467
Net assets released from restrictions	4,079	-	-	-	-	-	-	-	-	28,941	33,020	-	33,020
Total public support, revenue and reclassifications	2,248,755	6,261,300	3,781,586	399,349	6,484,101	4,321,213	200,957	479,792	136,429	396,338	24,710,820	44,667	24,755,487
Expenses													
Salaries and wages	1,171,709	3,219,770	2,026,566	133,348	746,894	716,253	75,320	199,304	392,843	190,054	8,872,661	1,028,311	9,900,972
Employee benefits	304,690	1,078,650	551,405	86,077	240,589	276,528	4,532	6,294	93,433	63,630	2,706,228	190,185	2,896,413
Payroll taxes	93,843	272,586	164,805	10,833	60,855	70,925	3,820	15,048	28,735	18,313	740,763	68,262	809,025
Contracted substitute staff	2,310	6,439	255	-	1,448	3,045	3	6	57	11	13,574	-	13,574
Contracted substitute services	26,025	36,562	2,087	219,471	2,785,165	1,225,843	-	-	-	16,655	4,311,808	892	4,312,700
Client therapies	22,912	1,711	99,001	3,580	143,976	22,037	-	10,170	-	-	303,387	(86,059)	303,387
Professional fees and consultants	38,004	92,794	172,282	2,667	22,259	15,748	1,104	51,174	13,428	10,069	419,529	-	333,470
Subcontractors	5,179	648,158	1,151,140	1,275,133	1,275,133	1,151,140	-	-	-	-	3,074,431	-	3,074,431
Staff development/training	19,521	66,390	19,156	4,016	6,341	5,098	736	2,656	2,197	1,391	115,160	21,348	136,508
Rent	10,791	125,732	50,056	1,952	3,689	7,044	1,025	1,992	11,637	9,157	222,689	-	222,689
Utilities	12,647	53,881	14,945	1,474	13,530	12,398	244	481	3,541	9,177	120,542	8,177	128,719
Building maintenance and repairs	6,435	58,606	20,205	1,371	13,278	7,987	351	673	2,696	2,034	119,138	11,892	131,030
Other occupancy costs	9,095	30,508	11,345	621	4,007	3,772	199	397	4,106	14,316	85,482	6,662	92,164
Office	3,988	17,909	25,160	2,524	3,802	3,400	189	812	3,589	2,468	81,547	25,989	107,536
Building/household	2,530	41,116	17,544	10,127	4,860	3,028	59	272	1,184	589	38,841	4,062	42,903
Client consumables	496	2,069	1,080	-	1,027	40,206	7	34	256	1,268	135,698	525	136,223
Medical	14,643	42,930	33,964	628	2,186	920	21	42	433	-	6,131	91	6,222
Equipment maintenance	31,215	127,139	58,139	8,084	28,294	26,273	462	925	6,712	1,687	106,234	10,563	116,837
Depreciation	194	1,493	58,139	8,084	28,294	26,273	462	925	6,712	3,971	293,683	23,909	317,792
Advertising	107	738	485	29	4,175	243	5	67	96	32	6,819	1,567	8,386
Printing	18,110	41,052	26,197	2,951	10,472	8,779	94	3	36	19	7,036	983	8,019
Telephone/communications	3,559	6,521	4,718	544	1,859	1,678	267	525	3,818	2,901	115,072	26,363	141,435
Postage/shipping	67,655	348,433	47,683	9,326	38,189	64,675	395	6,627	4,161	945	20,878	3,030	23,908
Transportation	3,568	52,664	1,067	106,074	-	261,435	-	-	-	4,353	592,507	10,804	603,311
Assistance to individuals	13,648	59,159	37,257	2,638	8,530	9,279	5,858	527	5,408	2,374	455,113	8,046	455,113
Insurance	1,932	7,487	6,118	13	44	41	942	117	1,203	240	144,878	14,594	159,472
Membership dues	2,159	19,709	3,290	312	1,065	980	54	107	1,109	5,963	18,137	32,731	37,311
Interest	66	9,190	1,022	2	37,422	-	2	4	40	57,919	105,667	(1,327)	104,340
Total expenses	1,887,441	6,509,680	3,408,030	607,518	5,484,782	3,940,153	96,718	299,098	592,081	443,200	23,268,701	1,399,452	24,668,153
Increase (decrease) in unrestricted net assets	\$ 362,314	\$ (248,380)	\$ 373,556	\$ (208,169)	\$ 999,319	\$ 381,060	\$ 104,239	\$ 180,694	\$ (455,652)	\$ (46,862)	\$ 1,442,119	\$ (1,354,785)	\$ 87,334

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STAFFORD COUNTY, INC., D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses

Year Ended June 30, 2011

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Combined Residential, Day and Consolidated Services	Medical Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Revenue													
Medicaid revenue	\$ 2,212,122	\$ 5,604,529	\$ 3,388,344	\$ 305,332	\$ 6,232,060	\$ 3,410,960	\$ -	\$ 255,003	\$ 68,174	\$ 40,443	\$ 21,497,967	\$ -	\$ 21,497,967
Medicare revenue	(4,717)	116,299	-	-	690,106	161,973	-	64,147	-	-	175,729	-	175,729
Client resources	49,526	96,240	337,269	-	15,120	161,973	-	95,113	36,448	-	1,466,675	(45,653)	1,466,675
Contract revenue	1,922	224,852	(15,418)	92,184	126	34,401	194,789	13,638	1,613	70,000	618,101	(45,653)	572,448
Grant income	15,000	33,497	104,782	12,988	-	-	-	-	24,329	111,041	301,647	13,410	315,057
Interest income	-	-	-	-	-	-	-	-	-	66	66	1,830	1,830
Other program revenue	-	27,361	-	-	-	-	-	-	-	-	27,361	6,000	33,361
Public support	16,810	3,471	340	9,492	289	-	-	-	-	33,509	63,921	975	64,896
Other revenue	2,710	44,379	5,416	1,005	-	-	142	57	-	138,092	191,801	26,902	218,703
Total functional public support and revenue	2,293,373	6,150,648	3,800,733	421,011	6,922,585	3,607,334	194,931	427,958	131,564	363,151	24,343,288	3,464	24,346,752
Net assets released from restrictions	4,180	62	-	-	-	-	-	-	-	17,822	22,064	-	22,064
Total public support, revenue and reclassifications	2,297,553	6,150,710	3,800,733	421,011	6,922,585	3,607,334	194,931	427,958	131,564	410,973	24,365,352	3,464	24,368,816
Expenses													
Salaries and wages	1,145,061	3,165,860	1,988,315	170,391	874,556	606,052	72,084	255,248	381,976	175,613	8,835,156	1,131,229	9,966,385
Employee benefits	351,802	1,121,579	636,899	99,763	299,378	274,850	3,788	49,204	107,251	60,314	3,004,828	235,108	3,239,936
Payroll taxes	92,623	272,665	162,749	14,845	74,741	55,301	3,515	18,929	28,759	15,780	739,907	72,376	812,283
Contracted substitute staff	22,419	7,935	9,439	-	-	7,110	23	294	594	108	47,920	-	48,612
Client treatment services	62,444	68,293	111,834	231,597	2,974,485	856,705	23	-	-	14,375	4,208,419	-	4,208,419
Client therapies	24,009	7,788	11,834	-	33,062	19,638	-	-	-	-	196,339	-	196,339
Professional fees and consultants	24,080	88,516	163,782	3,519	13,733	10,616	1,176	-	-	60,156	396,301	-	293,146
Subcontractors	-	506,439	-	-	1,011,468	1,277,091	-	18,021	14,722	-	2,734,998	-	2,734,998
Staff development/training	3,601	52,512	22,731	644	1,853	1,305	3,574	856	1,107	5,707	93,890	286	94,176
Rent	32,431	98,003	42,262	-	5,136	6,666	1,527	-	19,498	4,571	222,480	2,415	224,895
Utilities	14,988	46,013	13,713	1,109	19,103	8,200	429	12,386	6,214	9,430	122,552	10,881	133,433
Building maintenance and repairs	16,717	51,084	16,665	943	16,461	5,073	392	3,675	3,885	2,507	117,402	9,562	126,964
Other occupancy costs	9,470	33,133	10,160	466	5,236	2,892	424	3,040	7,046	13,504	85,371	7,708	93,079
Office	7,474	25,848	23,835	1,511	6,723	2,749	1,099	1,614	3,278	1,194	75,325	31,010	106,335
Building/household	4,462	18,105	6,646	415	5,494	1,831	49	610	1,237	727	38,576	4,185	43,761
Client consumables	1,358	74,106	9,253	759	28,828	83,118	3	64	81	1,519	199,089	698	199,787
Medical	532	878	612	-	1,410	444	-	221	514	12	4,835	-	4,835
Equipment maintenance	15,422	38,462	31,031	72	2,927	721	212	221	6,634	1,569	100,683	10,660	111,343
Depreciation	33,645	110,185	60,260	9,636	30,836	28,910	370	4,809	9,742	5,302	283,695	22,432	316,127
Advertising	142	507	-	-	10,568	66	4	48	98	17	12,668	4,846	14,514
Printing	100	2,398	426	14	46	42	2	22	43	14	6,967	799	7,766
Telephone/communications	17,587	44,194	35,284	1,809	7,651	7,884	292	3,625	6,168	2,706	127,200	18,167	145,367
Postage/shipping	4,812	4,709	5,275	503	3,178	1,854	60	607	1,218	583	22,799	4,647	27,446
Transportation	57,650	313,147	56,106	8,665	37,877	40,964	336	818	3,648	8,530	527,761	19,717	547,478
Assistance to individuals	16,570	2,444	40	95,270	-	182,163	-	2,243	-	35,766	332,243	-	332,243
Insurance	13,149	49,960	32,984	2,227	9,151	7,276	3,229	2,243	4,542	1,574	126,335	16,144	142,479
Membership dues	2,027	7,220	7,235	13	177	80	286	552	1,189	219	19,058	14,389	33,457
Interest	3,950	20,535	3,816	448	2,138	1,483	144	27	2,364	7,189	43,095	1,684	44,789
Other	201	1,646	280	62	832	185	3	27	37	48,955	52,428	17,841	70,269
Total expenses	1,975,706	6,234,372	3,457,224	644,701	5,477,058	3,431,267	93,308	304,850	611,855	477,939	22,791,320	1,546,825	24,338,145
Increase (decrease) in unrestricted net assets	\$ 318,847	\$ (83,662)	\$ 343,509	\$ (223,690)	\$ 1,445,527	\$ 176,067	\$ 101,623	\$ 43,068	\$ (480,291)	\$ (66,966)	\$ 1,574,031	\$ (1,543,361)	\$ 30,671

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Consolidated Statements of Cash Flows

Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities		
Change in net assets	\$ 100,950	\$ 101,337
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation	317,792	316,127
Change in allowance for doubtful accounts	88,238	(49,971)
Contribution revenue for capital purchases	(42,557)	(88,488)
Gain on sale of assets	(6,075)	-
Decrease (increase) in		
Restricted cash	(1,356)	863
Accounts receivable, trade	(920,181)	186,597
Grants receivable	(4,484)	7,040
Prepaid expenses	41,058	(371,414)
Increase (decrease) in		
Accounts payable, trade	180,033	38,629
Accrued expenses	147,228	(351,984)
Refundable advances	152,944	(23,026)
Loan fund	276	365
	<u>53,866</u>	<u>(233,925)</u>
Net cash provided (used) by operating activities		
Cash flows from investing activities		
Acquisition of equipment	(180,004)	(104,762)
Proceeds from sale of equipment	6,075	-
	<u>(173,929)</u>	<u>(104,762)</u>
Net cash used by investing activities		
Cash flows from financing activities		
Principal payments on long-term borrowings	(88,916)	(85,192)
	<u>(88,916)</u>	<u>(85,192)</u>
Net cash used by financing activities		
Net decrease in cash and cash equivalents	(208,979)	(423,879)
Cash and cash equivalents, beginning of year	<u>2,315,290</u>	<u>2,739,169</u>
Cash and cash equivalents, end of year	\$ <u>2,106,311</u>	\$ <u>2,315,290</u>
Supplemental disclosures		
Contribution of vehicles received under grant programs	\$ <u>42,557</u>	\$ <u>88,488</u>

The accompanying notes are an integral part of these consolidated financial statements.

Behavioral Health & Developmental Services of Strafford County, Inc.

Mission Statement

*Our mission is to promote respect, wellness, full inclusion,
and empowerment of individuals and their families who
experience mental illness, emotional distress,
developmental disability, chronic health needs,
or acquired brain disorder.*

*By identifying and creating opportunities for people, in
close collaboration with a network of local agencies, we will
promote independence and interdependence and help the
people we serve to realize their maximum potential.
We are committed to educate the community at large about
our mission*

*The agency will provide staff with opportunities
for professional growth so they may contribute to the overall
achievement of the agency's mission.*

*Revised Jan/2002
Reaffirmed Sept. 2009*

KEY ADMINISTRATIVE PERSONNEL - FY2013

Behavioral Health & DS of Strafford County dba COMMUNITY PARTNERS

Postion	Name	FTEs	Salary	Salary contributed from BBH	% of Salary from BBH
Executive Director	Brian Collins	0.50	\$ 66,145.00	\$ 28,717.70	43%
Chief Financial Officer	Kathleen Stocker	0.48	\$ 45,755.00	\$ 19,865.12	43%
Medical Director	R.J. Allister	1.00	\$ 220,835.00	\$ 95,878.33	43%
Chief Operations Officer	Chris Kozak	1.00	\$ 76,000.00	\$ 32,996.37	43%

BRIAN J. COLLINS

EXPERIENCE:

1995 - Present Executive Director, Behavioral Health & Developmental Services of Strafford County, Inc., d/b/a Community Partners of Strafford County

Chief Executive Officer of a Regional Area Agency in New Hampshire. Agency provides support to Strafford County residents with disabilities or mental illness and their families, including case management, residential services, day & vocational programming, and family support. Agency employs 350 staff with a total budget exceeding \$22.7 million. Report to a 14 member Board of Directors. Accomplishments include:

- Turned DSSC's \$363,000 negative asset balance at arrival to a \$1.6 million positive asset balance.
- Successfully implemented corrective administrative measures resulting in removal of conditions imposed by the State of NH as a result of the impending bankruptcy, coupled with unsatisfactory programming through FY95.
- Provided 150 new services to waitlist consumers during the first 4 years with no additional resources.
- Expanded agency mission, including becoming a Partners in Health site serving children with chronic illness and their families, running State-wide loan program for families with chronically ill members and expanded business office operations through contractual means with other not for profit organizations.

1989 - 1995 Executive Director, The Plus Company

Chief Executive Officer of a non-profit human service agency serving over 150 people with disabilities in New Hampshire and Massachusetts. Agency provides residential, vocational, and medical supports in over 50 locations. Agency employs 125 staff with a total budget of \$4.5 million. Report to a 15 member Board of Directors. Accomplishments include:

- Eliminated debt service after Agency had lost \$500,000 over a prior five year period. Agency's surplus exceeded \$600,000 over five year tenure.
- Increased operational budget over \$1 million. Contract with 25 funding streams, which include three states, numerous non-profit agencies, school systems, and private companies.
- Eliminated the need for a sheltered workshop by developing community jobs and individualized day options for over 75 consumers. Negotiated the sale of the sheltered workshop building and relocated the agency headquarters. The move retired all debt service.
- Downsized all group home populations by developing individualized and small group options. Grew the number of consumers living in small group settings from 45 to 70 people during a five year period.
- Increased fund raising and public relation, including a high profile annual breakfast with over 400 people in attendance.

1985 - 1989 Program Planning and Review Specialist, New Hampshire DMHDS

Responsible for managing \$13 million of State and Federal funds, covering one-quarter of the service system. Areas of responsibilities include case management, housing, vocational programming, respite care, early childhood intervention and family support services. Reported to the Assistant Director of Developmental Services. Accomplishments include:

- Monitor contract compliance to ensure cost effective service delivery system. Oversee implementation of Supported Employment Initiative to establish program models, funding stream, staff re-education and training, and business and industry liaisons.
- Analyze budgets to determine maximum revenue sources and maintain controls over expenditures.
- Ensure that the Board of Directors policies and staff procedures enhance community presence of people with severe disabilities.
- Liaison for regional area agencies and State agencies to Division of Vocational Rehabilitation.
- Ensure compliance with \$2 million federal grant, to fund a five year plan to create employment opportunities.
- Member of Governor's Task Force on Employment.

1983 - 1985 Quality Assurance Administrator, New Hampshire DMHDS

Responsible for quality assurance function statewide for Community Service Delivery System. Led seven person team in annual reviews of each regional area agency. Reported to the Director of Quality Assurance. Accomplishments include:

- Monitored compliance with State regulations.
- Generated written compliance reports.
- Approved corrective action plans, reviewed progress.
- Developed State regulations for client rights, residential and vocational programs, case management, and respite care.

1982 - 1983 Training Coordinator, New Hampshire DMHDS

Responsible for the coordination of statewide and regional training for Community Service Deliver System; designed Training Needs Inventory using regional priorities to establish training needs; procured funding to provide consultants for specific regional training and technical assistance; originated special projects, including training annual, audio visual training packages and leisure skills handbook.

1973 - 1982 Various positions as a Direct Care Worker at Walter E. Fernald State School, Waltham, Massachusetts and community based programs.

EDUCATION:

Masters in Public Administration, University of New Hampshire
BA, Communications, Boston College Evening School

ADVISORY BOARDS:

Advisory Board, University of New Hampshire Institute on Disability (UAP)
University of Hartford Rehabilitation Training Program
Virginia Commonwealth University Rehabilitation Research and Training Center.
New Hampshire Governor's Appointment to Inter-Agency Coordinating Council. Overseeing services to children with disabilities from birth to age three.
HHS Commissioner Stephen's Advisory Council focused on increasing employment for people with disabilities

MEMBERSHIPS:

The Association for Persons with Severe Handicaps (TASH)
American Association on Mental Retardation (AAMR)
National Rehabilitation Association (NRA)
New Hampshire Rehabilitation Association (NHRA)
American Network of Community Options and Resources



**Behavioral Health & Developmental Services of Strafford County, Inc.
DBA Community Partners of Strafford County**

**BOARD OF DIRECTORS
2012-2013**

PRESIDENT

Christopher G. Roundy (Joined 06/26/2007)
42 Littleworth Road
Dover, NH 03820
Work: 743-4800
Cell: 661-3131
Email: Chris_G.Roundy@hotmail.com

VICE PRESIDENT

Greg Burdwood (Re-joined 11/15/2011)
1 Cedarbrook Drive
Dover, NH 03820
Home: 749-9559
Cell: 978-4890
Email: Greg.Burdwood@unh.edu

TREASURER

Matthew Sylvia (Joined 12/19/2006)
23-1/2 Hill Street
Dover, NH 03820
Home: 343-1489
Work: 740-8012
Fax: 742-4798
(W) Email: Matthew.Sylvia@TDBankNorth.com

SYLVIA Mailing Address:

Vice President
TD Banknorth NA
Commercial Lending
353 Central Avenue
Dover, NH 03820

SECRETARY

Anne Landry (Joined 08/23/2005)
130 Boxwood Lane
Dover, NH 03820
Home: 742-9749
Email: chancellorbrown@comcast.net

David Andre (C) (Joined 04/26/2005)
18 Partridge Lane
Dover, NH 03820
Cell: 817-8888
Email: dandre@comcast.net

Kristine Baber (Joined 01/26/2013)
5 Gerrys Landing
Dover, NH 03820
Cell: 781-7743
Email: kmbaber@gmail.com

Ken Muske (Joined 03/05/2002)
1885 Lafayette Road
Portsmouth, NH 03801
Home: 433-6090
Work: 436-3702 (Direct 559-9104)
Cell: 969-9354
Email: 4muske@comcast.net (h)

Michael Lessard (C) (Joined 06/27/2006) **ON LEAVE**
18 Chapel Street, Apt. 11
Dover, NH 03820
Cell: 509-0680
Email: lessardmike71@yahoo.com

John Lowy (C) (Joined 09/13/1999)
17 Thompson Lane
Durham, NH 03824
Home: 868-2505
Email: puddledockworks@myfairpoint.net

Kerri Larkin (C) (Joined 11/23/2010)
67 Maple Street
So. Berwick, ME 03960
Home: 207-676-2138
Email: kitten316k@gmail.com

Christopher Buck (Joined 12/14/2010)
28B Lincoln Street
Dover, NH 03820
Home: 724-7117
Work: 865-1918
Email: chrisbuck29@gmail.com

Bryant Hardwick (Joined 02/22/2011)
129 Portland Avenue
Dover, NH 03820
Home: 740-4986
Email: bryantandkerry@gmail.com

Greg Betts (C) (Joined 09/27/2011)
11 Edgewood Road
Durham, NH 03824
Home: 868-3108
Cell: 860-3545

Thomas Humphrey (Joined 11/23/2010)
17 St. Andrews Circle
Dover, NH 03820
Home: 749-4301
Email: tfhumphrey@rcn.com

Margaret Almeida (Joined 06/26/2012)
10 Hopkin Street
Litchfield, NH 03052
Home: 429-1309
Cell: 759-3167
Margaret.almeida@comcast.net

Kathleen Boisclair (C) (Joined 09/25/2012)
43 Autumn Street
E. Rochester, NH 03868
Home: 335-2918
kboisclair@metrocast.net

(C) = Consumer

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. is a New Hampshire nonprofit corporation formed September 24, 1982. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 5th day of April A.D. 2013

A handwritten signature in cursive script, appearing to read "William Gardner".

William M. Gardner
Secretary of State

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY PARTNERS OF STRAFFORD COUNTY is a New Hampshire trade name registered on October 27, 2003 and that BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. presently own(s) this trade name. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 5th day of April, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

BEHAHEA-01

MLEDOUX

DATE (MM/DD/YYYY)

7/2/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TD Insurance, Inc. PO Box 406 Portland, ME 04112	CONTACT NAME: PHONE (A/C, No, Ext): (800) 723-2877		FAX (A/C, No): (877) 775-0110
	E-MAIL ADDRESS:		
INSURED Behavioral Health & Developmental Services of Stratford County, Inc. 113 Crosby Road Suite 1 Dover, NH 03820	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company		18058
	INSURER B: New Hampshire Employers Insurance Co		13083
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PHPK889425	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK889425	7/1/2012	7/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ECC4000067012011	7/1/2012	7/1/2013	WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ 500,000 E L DISEASE - EA EMPLOYEE \$ 500,000 E L DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			PHPK889425	7/1/2012	7/1/2013	Per Claim 1,000,000
A				PHPK889425	7/1/2012	7/1/2013	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

The State of New Hampshire Dept of Health & Human Service
 Bureau of Behavioral Health
 105 Pleasant St., Room 210S
 Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Melissa A. Ledoux

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TD Insurance, Inc.
P.O. Box 406
Portland, ME 04112-0406
T: 877-396-3800 Personal Insurance
T: 800-723-2877 Business Insurance
www.tdbank.com/insurance

April 24, 2012

Ms Kathleen Stocker
Chief Financial Officer
Behavioral Health & DSSC,
Community Partners
113 Crosby Road Suite 1
Dover, NH 03820

RE: Property & Casualty Commercial Insurance Coverage

Dear Kathleen:

As the insurance agent for Behavioral Health/Community Partners, it is currently our intent to offer renewal terms for your organization with a renewal date of July 1, 2012. Once coverage has been formally renewed, we will issue the appropriate Certificate of Insurance indicating the July 1, 2012 effective date along with the agreed upon limits and deductibles.

In the meantime, we are including a Certificate of Insurance for the current term of coverage of July 1, 2011 to July 1, 2012 to The State of New Hampshire, Dept. of Health & Human Services, Bureau of Behavioral Services, 129 Pleasant Street, Concord, NH 03301.

Sincerely,

Kathleen A. Sukley, AAI, AU, AIS
Vice President, Account Manager

KAS/mal

Attachment



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF BEHAVIORAL HEALTH

Nicholas A. Toumpas
 Commissioner

 Nancy L. Rollins
 Associate Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
 603-271-5000 1-800-852-3345 Ext. 5000
 Fax: 603-271-5058 TDD Access: 1-800-735-2964

June 6, 2012

His Excellency, Governor John H. Lynch
 and the Honorable Executive Council
 State House
 Concord, NH 03301

Approved by GTC

Date 6-20-12

Item No. 89C

Requested Action

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to enter into an agreement with Behavioral Health and Developmental Services of Strafford County, Inc. DBA Community Partners of Strafford County, 113 Crosby Road, Suite 1, Dover, New Hampshire 03820, vendor number 177278, to provide mental health services in Region 9 in an amount not to exceed \$176,444.00 effective July 1, 2012, or date of Governor and Executive Council approval, whichever is later, through June 30, 2013. Funds to support this request are available in the following accounts in Fiscal Year 2013:

05-95-40-403010-5855 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, SERV FOR CHILD AND FAMILIES, CHILD FAMILY SERVICES

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
550-0398	Assessment & Counseling	40150001	\$ 1,770

05-95-92-920010-7010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, COMMTY MENTAL HEALTH SVCS

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
502-0731	Payments to Providers	92207010	\$ 98,026

05-95-92-920010-2087 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, MIPCD GRANT

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
102-0731	Contracts for Program Services	92202087	\$ 76,648

Total \$176,444

Explanation

This agreement is for community mental health services for approximately 2,900 adults, children and families. The services are specified in NH Administrative Rule He-M 426 and include Emergency Services, Individual and Group Psychotherapy, Targeted Case Management, Medication Services, Functional Support Services, and Evidence Based Practices including Illness Management and Recovery, Evidence Based Supported Employment, Trauma Focused Cognitive Behavioral Therapy, and Community Residential Services. Services to be provided

are designed to build resiliency, promote recovery within a person-centered approach, promote successful access to competitive employment, reduce inpatient hospital utilization, improve community tenure, and assist individuals and families in managing the symptoms of mental illness. Included in this agreement are estimates on the number of clients to be served and the projected units of service for each program.

The agreement also provides for the transition to Medicaid Care Management for individuals who are eligible to enroll.

The services provided by this vendor are of two types:

- 1.) services provided to Medicaid clients; and
- 2.) non-Medicaid related services, such as, Emergency Services to adults, children and families without insurance.

For the State Fiscal Year ending June 30, 2013, funding for the vendor is anticipated as follows:

	<u>Federal</u>	<u>General</u>	<u>Total</u>
<u>Services provided to Medicaid clients:</u>	\$3,119,078	\$3,119,078	\$6,238,156
<u>Non-Medicaid related services:</u>			
Div for Children, Youth, and Families, Mental Health Assessments	\$ 0	\$ 1,770	\$ 1,770
Emergency Services	\$ 0	\$ 98,026	\$ 98,026
Wellness Incentives Program	<u>\$ 76,648</u>	<u>\$ 0</u>	<u>\$ 76,648</u>
Total Non-Medicaid	\$ 76,648	\$ 99,796	\$ 176,444

- Division for Children, Youth and Families funds are used to provide mental health consultation related to mental health assessments and/or treatment for children served by the Division for Children, Youth and Families through local District Offices.
- Emergency Services funding supports the provision of emergency services to adults, children and families with no insurance.
- The Wellness Incentives Program, also known as, "Healthy Choices Healthy Changes Program", is a federally funded health promotion program to reduce the risk of cardiovascular disease in those individuals with mental illness. Persons with serious mental illness have some of the highest per capita health expenditure costs due to high rates of cardiovascular disease, diabetes, chronic lung disease and obesity. As a result, their life expectancy is 25 years less than the rest of the U.S. population. This program will promote healthier lifestyles by providing incentives for exercise, improved nutrition, and smoking cessation.

Should Governor and Executive Council determine not to approve this Request, approximately 2,900 adults, children and families in this region will not receive community mental health services, as required by NH RSA 135-C:13. Many of these individuals will experience a relapse of symptoms. They will seek costly services at hospital emergency departments due to the risk of harm to themselves or others and will be at significant risk without treatment or interventions. These individuals will also have increased contact with local law enforcement, county correctional programs and primary care physicians, none of which will have the services or supports available to provide assistance.

This agreement is not subject to the competitive bidding requirement of NH ADM 601.03. The Bureau of Behavioral Health contracts for services through the community mental health center designated by the Bureau to serve the towns and cities within a designated geographic region as outlined in NH RSA 135-C and State regulation NH He-M 403.

In conformance with RSA 135-C:7, performance standards have been included in this contract. Those standards include individual outcome measures and fiscal integrity measures. The effectiveness of services will be measured through the use of the Child and Adolescent Needs and Strengths Assessment and the Adult Needs and Strengths Assessment. The individual level outcomes tools are designed to measure improvement over time, inform the development of the treatment plan, and engage the individual and family in monitoring the effectiveness of services. In addition, follow-up in the community after discharge from New Hampshire Hospital will be measured.

The fiscal integrity measures include generally accepted performance standards to monitor the financial health of non-profit corporations on a monthly basis. The vendor is required to provide a corrective action plan in the event of deviation from a standard. Failure to maintain fiscal integrity, or to make services available, could result in the termination of the contract and the selection of an alternate provider.

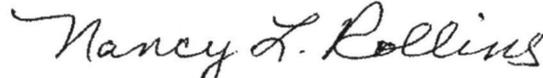
All residential and partial hospital programs are licensed/certified when required by State laws and regulations in order to provide for the life safety of the persons served in these programs. Copies of all applicable licenses/certifications are on file with the Department of Health and Human Services.

Area served: For the catchment area served, please see the attached list of communities.

Source of funds: 57% General Funds and 43% Federal Funds.

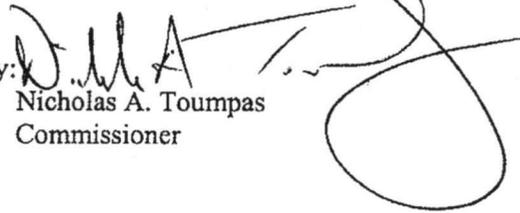
In the event that the Federal Funds become no longer available, General Funds shall not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

NLR/PBR/sl
G&C FY13 Region 9

Enclosures

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Behavioral Health and Developmental Services
of Strafford Cty, Inc. dba Community Partners
Bidder/Program Name: of Strafford Cty.

Budget Request for: Community Mental Health Services
(Name of RFP)

Budget Period: 7/1/12 - 6/30/13

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 4,583,683.50	\$ 350,585.50	\$ 4,934,269.00	direct
2. Employee Benefits	\$ 1,408,251.00	\$ 110,961.00	\$ 1,519,212.00	direct
3. Consultants			\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ 59,888.00	\$ 2,112.00	\$ 62,000.00	direct & fte
Repair and Maintenance	\$ 33,808.00	\$ 1,192.00	\$ 35,000.00	direct & fte
Purchase/Depreciation			\$ -	
5. Supplies:			\$ -	
Educational		\$ 150.00	\$ 150.00	
Lab			\$ -	
Pharmacy			\$ -	
Medical	\$ 2,898.00	\$ 102.00	\$ 3,000.00	direct
Office	\$ 43,467.00	\$ 1,533.00	\$ 45,000.00	direct & fte
6. Travel	\$ 208,600.00	\$ 1,650.00	\$ 210,250.00	direct
7. Occupancy	\$ 378,515.00	\$ 11,645.00	\$ 390,160.00	sq ft
8. Current Expenses			\$ -	
Telephone	\$ 72,445.00	\$ 2,555.00	\$ 75,000.00	direct & fte
Postage	\$ 12,557.00	\$ 443.00	\$ 13,000.00	direct & fte
Subscriptions			\$ -	
Audit and Legal	\$ 141,991.00	\$ 5,009.00	\$ 147,000.00	direct & fte
Insurance	\$ 96,593.00	\$ 3,407.00	\$ 100,000.00	direct & fte
Board Expenses			\$ -	
9. Software			\$ -	
10. Marketing/Communications			\$ -	
11. Staff Education and Training	\$ 52,160.00	\$ 49,440.00	\$ 101,600.00	direct
12. Subcontracts/Agreements			\$ -	
13. Other (specific details mandatory):	\$ 92,468.00	\$ 791.00	\$ 93,259.00	direct & fte
Client evaluations/services, food/other consumable supplies,			\$ -	
advertising, printing, assistance to individuals			\$ -	
			\$ -	
TOTAL	\$ 7,187,324.50	\$ 541,575.50	\$ 7,728,900.00	

Indirect As A Percent of Direct

7.5%