

## **Assurances for NC Farmworker Health Program Funding Behavioral Health Services**

I, the undersigned, agree to ensure the following obligations are met:

### **Program Expectations**

1. Ensure staff funded through this grant will be 100% dedicated to farmworker activities for the number of hours specified in the budget (i.e., full-time year-round staff must spend 100% of their time on farmworker health activities).
2. Ensure services are provided at times that are accessible to farmworkers, including during evenings and/or weekends, as indicated in Section II of the grant narrative\*
3. Offer comprehensive behavioral health therapy options that respond to and support diverse needs of farmworkers.
4. Ensure that language is not a barrier to care.\*
5. Utilize a linguistically accessible after-hours professional coverage system for patients when the agency is closed.\*
6. Utilize a sliding fee discount scale based on income and family size for those within 200% of Federal Poverty Guidelines to determine the fee for billable services.\*
7. Ensure that no patients are denied care due to an individual's inability to pay.\*
8. Ensure that all licensed and non-licensed personnel caring for farmworkers have been credentialed and privileged according to NCFHP's credentialing and privileging policies and procedures. Initial credentialing and privileging must occur prior to engaging in the care of farmworkers. Re-privileging recurs every two years.\*
9. Maintain individual electronic health records for each farmworker patient.
10. Maintain compliance with HIPAA regulations to ensure privacy and security of patient health information throughout all steps of care delivery. This includes providing and maintaining up to date HIPAA training and certification for all staff, utilizing HIPAA compliant electronic medical systems, telehealth platforms, and messaging systems.
11. Provide training on shared software for NCFHP service delivery site staff.
12. Utilize a patient referral and tracking system when patients are referred for services, in coordination with the NCFHP service delivery sites.
13. Designate a lead licensed clinician to perform a quarterly peer review of all licensed behavioral health providers funded through this grant to ensure quality of care for services provided. This may be aligned with your organizational peer review policy.
14. For acute mental health crisis requiring hospitalization, utilize a formal procedure to address hospitalization, discharge planning, and post discharge follow up to ensure continuity of care and the timely transfer of information between the clinic and the hospital.\*
15. Provide a written medical emergency policy to ensure staff preparedness to provide timely and effective response to medical emergencies. \*

### **Meeting Requirements**

1. Provide collaborative support to NCFHP behavioral health support specialists to optimize care for patients. This would include monthly care team meetings which may involve:
  - Recommendations for enhanced screening to identify behavioral health needs for farmworkers
  - Case-based review of complex patients

- Providing guidance for anticipated care management, including recommendations for referral opportunities to help connect patients to primary care or psychiatry for medication therapies
  - Recommendations for any culturally relevant behavioral health education that may be delivered to patients following the direct service encounter to enhance continuity of care
  - Discussion of trends in farmworker patient behavioral health needs
  - Troubleshooting challenges that may arise related to access and delivery of services that affect patient and encounter goals
2. Participate in quarterly two-hour-long Behavioral Health Continuous Quality Improvement (CQI) meetings.
  3. Participate in monthly one-hour behavioral health program planning meetings with NCFHP's Operations and Behavioral Health Specialist to provide input on programmatic topics such as behavioral health training content and providing feedback on behavioral health patient education materials.
  4. Participate in at least one site visit annually when the following may be assessed: charts, clinical policies and procedures, provider credentialing and privileging portfolios, peer review of licensed behavioral health providers, communication between outreach workers and behavioral health providers, availability of language interpretation and translation services, financial records, and verification that the agency is compliant with ORH contract expectations.
  5. Coordinate and facilitate at least one day-long in person training to participating NCFHP service delivery site staff (no more than 10 participants) on topics related to farmworkers' behavioral health needs.

### **Documentation and Reporting Requirements**

1. Submit encounter data to NCFHP for contract monitoring and reporting purposes as requested.
2. Submit patient encounter notes to primary care delivery site in a timely manner to ensure continuity of care.
3. Submit patient satisfaction results annually as requested by NCFHP.\*
4. Submit data as requested for NCFHP's HRSA-required Uniform Data System (UDS) report.
5. Submit required [ORH documents](#) associated with receipt of funds from state agency.

\*Required under HRSA's Health Center Program Requirements

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Executive Director, Applicant Agency

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Date