

# NWF Health Network Policy & Procedure

---

**Series:** 1000: Network Administration  
**Policy Name:** Contract and Sub-Delegation of Services  
**Policy Number:** 1008  
**Origination Date:** 05/01/2020 Board Meeting of 4/27/2023  
**Regulations:** CBCIH Agreement (executed 12/12/16; amended 10/17/18)

## Referenced Documents:

100-100 x 1, Case Transfer Staffing Form  
CBCIH-Sub-Delegation Approval Request Form, 1007A  
CBC Lead Agency-Sub-Delegation Approval Request Form, 1007C  
CBCIH Disclosure of Ownership Form, 1007D  
CBCIH-AHCA LEVEL II Background Screening Requirements Addendum, 1007E

---

## Policy

The purpose of this procedure is to ensure compliance with contract requirements and to provide the process for requesting approval for sub-delegation of services. This procedure applies to services under contract from Sunshine Health to Community Based Care Integrated Health, which sub-delegates Care Coordination activities and contract requirements to NWF Health Network (NWFHN).

## Procedures

The role of NWFHN and any sub-delegate in contracting with CBCIH is limited to performing certain delegated functions of CBCIH and Sunshine Health, using standards approved by CBCIH and Sunshine Health and which are in compliance with applicable statutes and rules, and are subject to CBCIH's oversight and monitoring of NWFHN's performance. Sunshine Health and CBCIH retains the right to modify, rescind or terminate, at any time, any one or all delegated activities, regardless of any sub-delegation that may be approved.

## NWF Health Network - Sub-delegation to other entities

If a NWFHN wishes to sub-contract any or all of the contractual responsibilities outlined within the Florida Managed Medical Services Program Agreement between CBCIH and KFF, then NWFHN must follow the contracting, pre-approval and evaluation processes as described within CBCIH procedure 1007 to obtain approval from CBCIH, utilizing the CBC Lead Agency-Sub-Delegation Approval Request Form (Form 1007C). NWFHN must provide evidence of evaluation of the sub-delegates ability to perform the contracted functions in accordance with this procedure.

## Transition of Function

NWFHN will notify CBCIH of any transition of lead agency functions. In any such transition, DCF will determine which functions will be the responsibility of NWFHN and which will reside with CBCIH. NWFHN will notify CBCIH of this determination. Any changes in sub-delegated services will also be updated and provided to CBCIH.