

Agreement to Cooperate Process for Local Jurisdictions

August 29, 2023

Local Behavioral Health Authorities * (LBHAs) are tasked with developing, planning, monitoring and managing a system of care for their local jurisdiction. Authority to perform this system oversight role is granted to LBHAs through a Memorandum of Understanding (MOU) with the Department of Health (MDH) Behavioral Health Administration (BHA). As per COMAR 10.63 providers are required to enter into an Agreement to Cooperate with all the local jurisdictions in which they operate. An Agreement to Cooperate is a document that provides for the coordination and cooperation between a provider and the respective local authority in carrying out behavioral activities in each jurisdiction.

To establish an Agreement to Cooperate with the LBHA:

1. Review COMAR 10.63 for background on Agreement to Cooperate.
2. The provider receives accreditation from an approved accrediting organization, if applicable.
3. Complete the program information section of the Agreement to Cooperate only (word doc.)
4. Submit the following documents via e-mail to the LBHA:
 - ☐ Return the Agreement to Cooperate unsigned **(word doc. only)**
 - ☐ Copy of the first 4 pages of the completed 10.63 application for MDH Behavioral Health Administration licensure.
 - ☐ Proof of Accreditation, both the letter, and report, if applicable
 - ☐ If you are a new provider, please forward the Certificate of Occupancy and the Fire Inspection Permit for each location from Baltimore City Housing Authority.
5. Submit documents to BHSB via email: provider-relations@bhsbaltimore.org
6. Once the required/requested documentation is received at BHSB, the Agreements to Cooperate will be signed and e-mailed to the provider within 5 business days of receipt of a complete package of documents as identified above.
7. Submit questions concerning the process to get an Agreement to Cooperate to provider-relations@bhsbaltimore.org

*Local Behavioral Health Authority can refer to the Core Service Agency (CSA,) Local Addiction Authority (LAA,) or, in jurisdictions where they are merged, the LBHA.