

Good Morning,

We are pleased to announce the start of the 2025 contracting process. As detailed in the 2025 Contract Call Letter email, the ECDMH will be using ClearPoint and email communications to distribute and collect completed documents for 2025 contract preparation.

The deadline for completion and return of the contract prep documents to **November 15, 2024**. This will allow us sufficient time to review your documents, resolve any questions, and complete the processing of your contract by the end of the calendar year.

The forms you will need to complete are attached:

- 2025 Corporate Compliance Plan Certification;
- 2025 ECDMH Disaster Preparedness Contacts COOP (formerly known as D-COOP); and
- 2025 Agency Submission Checklist to CC.

The 2025 Scope of Service (SoS) Word documents have been uploaded into ClearPoint under the Attachments Section for each Program Name or on your Agency Home Page under Attachments. Please review and update where necessary using Track Changes. Please reference the **2025 Instructions on How to Download SoS in ClearPoint and Update SoS**. These instructions will cover all necessary updates to be completed on your SoS and what to leave “as is.”

Please email **ALL** of the required documents in **one** (1) email correspondence to your assigned Contract Coordinator. To help ensure timely identification, please have the Subject Line read: **“2025 Contract Submission - Agency Name”** (i.e. 2025 Contract Submission-BestSelf Behavioral Health).

FORMS TO BE COMPLETED:

Please review, “save as” on your computer and complete the following forms. **These forms have been converted to fillable PDF for ease of completion** (you do not need to click on Edit to complete) and all of them may be signed with electronic signatures:

- 2025 Corporate Compliance Plan Certification;
- 2025 Disaster Preparedness and COOP; and
- 2025 Agency Submission Checklist.

These forms should be completed and **returned as individual pdfs.*

- *Please note, the 2025 OMH Federal Funds Certification Form will be sent to applicable agencies for completion when the updated document is received by the ECDMH, typically in the early Spring.*

SCOPE OF SERVICE FOR EACH PROGRAM

Where possible 2024 language was rolled over for the 2025 Scope of Service documents. The 2025 Scope of Service documents have been uploaded into ClearPoint and are to be updated using Track Changes, where necessary. Please refer to the attached **2025 Instructions on How to Download SoS in ClearPoint and Update SoS** to prepare and update the Scope of Service document(s).

- For 2025 Scope of Service (SoS) Documents: Use the **Word documents in ClearPoint** marked as **2025 DRAFT**. Final 2022, 2023 and 2024 Scope of Service PDF documents are also saved in ClearPoint for your reference.
- Please carefully review these documents and **use “Track Changes”** in Microsoft Word to make revisions where necessary; including, but not limited to:
 - **Site Address(s)**,
 - **Hours of Operation** (include days),
 - **Operating Capacity**,
 - **Annualized Number to be Served for 2024**,
 - **Projected Number to be Served for 2025**,
 - **Program Service Description**,
 - **Target Population**,
 - **Special Population**; and
 - **Notes**.
- Please be certain to complete the **“Submitted By”** section, including the **Name of the Agency Program Representative who has updated the Scope of Service, Title, and email address at the end of each program’s Scope of Service**.
- Once all updates to your 2025 Draft Scope of Services have been completed, **save each to your computer and attach them as Word documents with Track Changes on so your Contract Coordinator can review and approve the changes you have made**. All reviewed and/ or updated 2025 Scope of Service documents need to be emailed to your assigned Contract Coordinator. Please include **“2025 Contract Submission - YOUR agency name”** in the subject line.
- For those contracted to provide **New York State OMH Supported Housing** and/or **HUD Homeless Housing Services**, the Scope of Service you receive from us will include standard language that must be contained in the Scope of Service under the Service Description. **Please do not modify the language in this section** but include/edit all other information as requested above.
- Please use the 2025 Submission Checklist to review and compile the documents.

The Scope of Service documents should be saved and returned as Word documents. **Please use “Track Changes” to make any modifications to the document**. If you are not familiar with using Track Changes, please see the **“How to Use Track Changes”** document (attached).

All contract prep documents are due by **November 15, 2024**. However, you can submit the documents prior to the due date. Please contact your Contract Coordinator with any questions or if you need any assistance.

Thank you for your attention to the changes in the process and we appreciate your timely submission of all documents.

Attachments: 2025 Corporate Compliance Plan Certification
2025 Disaster Preparedness and COOP (formerly known as D-COOP)
2025 Agency Submission Checklist to CC
2025 Instructions_ How to Download SoS in ClearPoint & Update SoS
2025_How to Use Track Changes