



Agreement to Cooperate Process for Local Jurisdictions March 7, 2019

Local Behavioral Health Authorities¹ (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 of 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 a given 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 only and sign Agreement to Cooperate (word doc.)
4. Submit the following documents via e-mail only to the LBHA:
 - Signed Agreement to Cooperate form
 - Copy of the first 4 pages of the completed application for MDH Behavioral Health Administration licensure.
 - Proof of Accreditation, if applicable
5. Submit documents to BHSB's Provider Relations Manager via e-mail to provider-relations@bhsbaltimore.org
6. All 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. Provider will submit the signed Agreement to Cooperate to the State with completed application for State licensure along with copy of accreditation verification.
8. Submit questions concerning the process to get an Agreement to Cooperate to Provider Relations at provider-relations@bhsbaltimore.org

¹ 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.