
EFFECTIVE

April 1, 2014.

Subject(s)

1. Criminal background checks.
2. County DHS Board.
3. Amendments.

**1) Criminal
Background
Checks****CPM 101**

Contract administrators must conduct a criminal background check on the contractor when the contractor is an individual.

**2) County DHS
Board****CPM 204**

Multi-county agreements should be submitted to the County DHS Board in the county in which the contractor's primary service office is located.

The County Board process no longer includes a contract administrator. A contract analyst in the Office of Contracts and Purchasing (OCP) sends the County Board Memo for review and the County DHS Board returns the memo to OCP.

The County Board Memo is no longer the CM-0002. All references to the CM-0002 were removed from CPM 101 and CPM 204.

3) Amendments**CPM 300**

An amendment is required whenever the following occur:

- Increase or decrease in number of units provided and/or unit rate.
- Change of location of service.

Reason: Policy update.

Communication Plan: Publication announcement on DHS-Net
What's New.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[CPM 101](#)

[CPM 204](#)

[CPM 300](#)