

## **What is the Business Management Assessment (BMA)?**

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It is an online form that the Department of Health and Senior Services (DHSS) uses to annually collect certain information about all subrecipients (contractors). Additional information regarding the BMA can be found here: <http://health.mo.gov/information/contractorresources/>.

### **Who must submit the BMA?**

The BMA is to be completed by a person within the organization that has sufficient knowledge of the organization's internal control structure, financial management systems, policies and procedures to accurately respond to the requested information on the form; generally, this would be someone in the organization's management (i.e., chief financial officer). Subrecipients that are part of a county government structure may need to work with their county clerk or auditor to obtain some of the information required to complete the BMA.

### **When is the BMA to be completed?**

The BMA is an annual requirement. Subrecipients will be contacted annually. The first contact is generally a phone call with a follow-up email on the same date sent from [monitoring@health.mo.gov](mailto:monitoring@health.mo.gov) to the person contacted by phone. If the BMA is not submitted within seven days after that contact, a second and final contact is made via letter reminding the subrecipient that the BMA is to be completed. If, after 10 days the BMA is not completed, the subrecipient is designated as high risk and will not receive any additional contracts from DHSS until all requested information has been received and reviewed.

### **Where is the BMA?**

1. The online form is located <https://health.mo.gov/atoz/bma/index.php> or,
2. Click *Site A to Z* at the bottom of the DHSS website (<http://health.mo.gov/>).

#### **Useful Links**

**Site A to Z**

Scroll down the alphabetical list on the page and click the *Business Management Assessment for DHSS contractors* link.

**[Business Management Assessment for DHSS contractors - Online Form](#)**

### **Why must the BMA be submitted?**

As a pass through entity for federal grant funds, DHSS is required to assess risk on all subrecipients. This risk assessment allows the Department to determine which subrecipients will/would need additional assistance or monitoring to ensure that grant goals are met. In essence, higher risk subrecipients may need increased technical assistance or monitoring to meet contract deliverables. The BMA and additional information, such as a recent audit if applicable, is evaluated for a risk designation.

Email [monitoring@health.mo.gov](mailto:monitoring@health.mo.gov) or call 573.751.6104 if you have questions about the BMA.