

- MEMORANDUM -

DATE: June 28, 2021
TO: Alameda County Behavioral Health Care Services (ACBH) Out of County (OOC) Providers
FROM: ACBH Contracts Unit
SUBJECT: **Provider Notification: InSyst Data Input Deadlines for FY 2020-21 – 2nd REMINDER**

This notice is to inform you that the **final deadline** for data input or correction in the InSyst system for services provided to clients in FY 2020-21 is **Thursday, July 3, 2020, at 6:00 PM**. ACBH requires this earlier timeline in order to verify and enter your InSyst Data prior to the July 23, 2021, deadline. We require that all units of service be accurately entered into the system by this date to be considered for reimbursement for the 2020-21 fiscal year. No corrections or additional input for the 2020-21 fiscal year can be entered into InSyst after **July 23rd**.

ACBH Information Systems (IS) will begin distribution of the annual reports the week of August 16, 2021. If you do not receive reports by the end of that week, please call ACBH IS Help Desk at (510) 567-8181. Due to the timing of the annual reports, supplemental claims can be submitted within 60-days from the end of the contract period.

Please note: It is the responsibility of each provider to retain these annual reports.

Should you have any questions, please call your Fiscal Contract Manager for assistance.

