



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
MARYE L. THOMAS, M.D., DIRECTOR

Network Office  
2000 Embarcadero Cove, Suite 302  
Oakland, California 94606  
(510) 383-1581 FAX (510) 567-8081  
TTY (510) 533-5018

## **PLEASE READ THOROUGHLY - FORMS & INSTRUCTIONS ARE REVISED**

June 27, 2011

{ MERGEFIELD MrMrs } { MERGEFIELD "First\_Name" } { MERGEFIELD LastName }, { MERGEFIELD "Position" }  
{ MERGEFIELD CBO }  
{ MERGEFIELD "Address" }  
{ MERGEFIELD "City" }, { MERGEFIELD State } { MERGEFIELD Zip }

Dear { MERGEFIELD Mr\_\_Mrs } { MERGEFIELD LastName }:

This letter with instructions is to inform you of the FY 2011-12 contract renewal process for the Master and Drug Court Services as Needed (S.A.N.) Contracts. Preliminary funding allocations and a copy of this letter (without attachments) are being sent to your fiscal officer for information purposes. We are sending allocations prior to the final adoption of the budget by the Board of Supervisors in order to begin the contract renewal process earlier. Should any changes occur in your allocation(s), as a result of the outcome of the State budget process or the final adoption of the County budget, you will be notified in writing. It is the Department's goal to finalize all contracts by the end of the first quarter of FY 2011-12, in order to get them finalized prior to contracts staff having to work on the FY 2010-11 year-end cost reports. Please help us meet this goal by returning the documents no later than the dates referenced in this letter.

### **Master Contract Funding**

Your preliminary allocation(s) for FY 2011-12 are enclosed. There is no COLA for FY 2011-12. These allocations are subject to change pending the outcome of the State and County budget processes. If you have any questions regarding your allocation(s) please contact Laurie Woods at (510) 777-2143.

### **Measure A Funding**

In my letter dated May 27, 2011, it was stated that Measure A funding is not included in your current FY 11-12 allocation. For those Providers that receive Measure A funding it is now included in the rollover contract as shown on the attached CBO Allocation worksheet.

### **Rollover/Interim Contracts**

As in the past, the Network Office will prepare the rollover/interim contracts effective July 1, 2011 to ensure cash flow to contractors until FY 2011-12 contracts are finalized. You will be contacted by Mary Goldsby when the documents are ready for your signature. To ensure that July 2011 invoices and Cash Advance requests can be processed, please sign your rollover/interim contracts as soon as possible after being contacted.

### **Cash Advance**

For those qualified contractors desiring a cash advance for FY 2011-12 a request must be submitted on the enclosed form on or before **July 6, 2011 to:**

Department of Behavioral Health Care Services  
**Attention: Mary Goldsby (formerly Smith)**  
Network Office  
2000 Embarcadero Cove, Suite 302  
Oakland, CA 94606

The amount of the cash advance is limited to one-twelfth (1/12<sup>th</sup>) of your total **contract allocations in the attachment, excluding Primary Prevention contracts expiring September 30, 2011**. The form should reflect the total cash advance requested for all programs, combined. Do not send a separate request for each program. **Programs requesting a cash advance must have fidelity bond insurance (Employee Dishonesty and Crime) in an amount no less than the**

**requested advance.**

IMPORTANT: If you are requesting a cash advance, please include an invoice number on the cash advance form.

**Insurance Requirements**

Enclosed is a copy of the County's Exhibit C – County of Alameda Minimum Insurance Requirements. Insurance requirements remain essentially the same. **Please note that prior to any requested Cash Advance being processed contractors must have current Employee Dishonesty and Crime insurance in the amount of the cash advance.**

Any contractor that does not meet the minimum requirements of any insurance must submit a formal waiver request. Enclosed is a **Request for Insurance Waiver** form that will need to be completed by the contractors requesting that insurance requirements be reduced. Any insurance waivers should be submitted to your assigned Fiscal Liaison.

It is your responsibility to ensure that your insurance meets the County requirements and that all current Certificates of Insurance are on file with the County. Lapsed insurance will result in delayed contract processing and reimbursement. In order to prevent any delays, it is important that any new and/or renewed Certificates of Insurance be sent in a timely manner to the address listed under Section 8 of Exhibit C.

**BASN Programs**

FY 2011-12 contracts do not include BASN funding. BASN contracts end on June 30, 2011. If you have any questions, please contact Mario Alvarez at (510) 567-8127.

**Primary Prevention Funding**

In the same letter dated May 27, 2011 it was stated that Primary Prevention contracts would expire June 30, 2011. Primary Prevention contracts will now receive a 3-month rollover allocation with the contracts expiring September 30, 2011. Primary prevention roll-over contracts will allow termination upon 30 days' notice at any time within the rollover period.

**CalWORKS Program Providers Only**

The CalWORKS allocations have been reduced based on a projection of current year utilization and available funding. If you have any questions regarding CalWORKS, please call Maxine Heiliger at (510) 567-8102.

**Drug Court Services – S.A.N. Contracts**

The Drug Court Services contract allocations are still under consideration while awaiting State funding confirmation. Contractors will be notified of changes, if any. For contractors with these programs, an Exhibit A and B submission is not necessary. After the allocations are finalized, contractors will be notified when contract documents are ready for signature.

**Notice about BHCS Preparation of FY 2011-12 Ex As**

BHCS staff will prepare the first draft of FY 2011-12 Exhibit As. The FY 2011-12 Exhibit As will be based upon the contractors' finalized Exhibit A for FY 2010-11, any additional changes that are described in this notice (if applicable), the new Exhibit A Template for FY 2011-12, and additional standard edits as recommended by County Legal Counsel. If you are requesting additional changes to your FY 2011-12 programs, please notify your assigned program and fiscal liaison immediately. BHCS staff will email out a copy of the draft FY 2011-12 Exhibit A between July and September, 2011, and contractors will be asked to provide any additional input within a short turn-around time. For your reference a copy of your finalized Exhibit A for FY 2010-11 and a copy of the new Exhibit A template for FY 2011-12 are included on the enclosed CD.

**Provider Contract Preparation Instructions for FY 11/12 Ex Bs**

❑ **Exhibit B: Program Budget**

**PLEASE NOTE:** For FY 2011-12, BHCS is asking contractors to develop and submit an Exhibit B based on the information in their approved finalized Exhibit A for FY 2010-11 and, if applicable, any additional changes that are described in this notice. For your reference a copy of your approved finalized Exhibit A for FY 2010-11 is included on the enclosed CD.

**Exhibit B Instructions # 1 & 2 detail** the Exhibit B and related documents necessary for submission of your budgets and quarterly financial reports,

**Exhibit B Instructions # 3** details budget information for providers with combination funding including Drug Medi-Cal.

**Provider Contact Information Form**

We are requesting the current e-mail addresses and phone numbers for your organization's executive director, financial officer, billing and other relevant staff. In addition, we would like current information for each BHCS Program within your organization. This information will be used to update our contract information. This information is updated annually. Please complete the attached Provider Contact Information form (also on CD) and submit with the contract renewal packet.

**CDs & Checklist**

In order to assist you in the preparation of your contract amendment, your packet includes a checklist (to be completed) of all the necessary actions/required documents. A CD is provided which includes copies of the finalized Exhibit A's for FY 2010-11 and the new Exhibit A Template for FY 2011-12 as PDF documents. Also on the CD(s) are separate Excel workbooks for Exhibit B budget forms, Drug Medi-Cal budget forms, Provider Contact Information form, a Submission Checklist form, and updated FY 2010-11 Invoice forms. We have also included a Program Allocation worksheet to be completed for Measure A funding designation. Call your Fiscal Liaison if you have any questions regarding the CD.

**CBOs HAVE PURCHASING POWER**

This program has saved participating CBOs over \$2.6M since the program began in 2005! If you are not yet participating, please see the BHCS website Provider { HYPERLINK "http://www.acbhcs.org/providers/Main/Index.htm" } for easy instructions on how your organization can save money on office supplies and copier rentals.

**Submittal Deadline**

Completed documents should be submitted no later than **July 20, 2011**.

Please complete all the requested forms on the CD (s) or diskette(s) and return with your contract renewal submission.

All electronic submissions must be sent to: { HYPERLINK "mailto:Contracts@acbhcs.org" }

And must have SUBJECT LINE which reads as follows:

**SUBJECT: PROVIDER NAME- FY 2011-12 AOD CONTRACT RENEWAL DOCUMENTS**

*NOTE: Please do not e-mail your submissions to your Program and/or Fiscal Liaisons. Mary Goldsby will distribute them accordingly. Also, do not send to Mary Goldsby's (formerly Mary Smith) email directly*

For non-electronic submissions submit one (1) original of all documents, as well as diskette(s) or CD (s) with all Exhibit B forms.

Behavioral Health Care Services  
**Attention: Mary Goldsby**  
Network Office  
2000 Embarcadero Cove, Suite 302  
Oakland, CA 94606

It is important that you meet the deadline indicated above. Your assigned program and fiscal liaisons are available to provide technical assistance regarding this process. Please do not hesitate to access this support.

Sincerely,

Fiona Branagh  
Network Office Director

Enclosures

cc: Fiscal Liaisons, Program Liaisons, Laurie Woods, Barbara Majak, Gary Spicer, CBO Fiscal Officers, SOC