

# **BHCS NETWORK OFFICE SPRING PROVIDER MEETING**

APRIL 28, MAY 2 & 7  
2014

# OVERVIEW

## Welcome/Opening Remarks

- Updates

## Network Office Role in BHCS

## Network Office Calendar

## Contract Language Changes

## Network Office: Nuts & Bolts

- Contract finalization
- Invoicing

# UPDATES

## Site Certification

- The site certification function is no longer housed in the Network Office. That function is now under the BHCS Quality Assurance office.
- New contract managers joining the Network Office
- New Org chart

## County Maximum Rate for Mental Health

- Ongoing workgroup led by Finance Director with provider participation looking at potential for an increase in the maximum allowable rate for mental health

## Exhibit B

- Ongoing workgroup to look at timelines and content of contract changes during the contract year

# UPDATES (continued)

## Procurement

- Level II
- Medication Support
- Tay Triage

## Audit Function

- Moved in-house from the Auditor's office to Fiscal Services Unit
- Currently, 41 CBOs have not submitted their reports for FY 12/13 and calendar year 2012

# NETWORK OFFICE ROLE

Network Office role is to implement policies set by BHCS Leadership

Network Office staff work closely with Operational Managers and BHCS Leadership to execute contract changes

Network Office staff provide a liaison role to contracted providers

Network Office staff may make recommendations and provide analysis regarding contractor requests to Operational Managers and BHCS Leadership

All substantive contract decisions are made by BHCS Leadership and executed by the Network Office in partnership with Operational Managers and contractors

# NETWORK OFFICE CALENDAR

## First Quarter Priorities (Summer)

- Cash Advances
- Setting up current fiscal year invoicing
- Executing Interim and Final Contracts
- AOD SAPT site visits
- Plan procurement activities for fiscal year

## Second Quarter Priorities (Fall)

- Cost Reporting (Fiscal teams)
- Draft contract language changes for following Fiscal Year
- Review provider augmentation requests
- Develop RFPs

# NETWORK OFFICE CALENDAR (continued)

## Third Quarter Priorities (Winter)

- Mid-year performance monitoring
- Cost Report Analysis
- Initiating mid-year amendments
- Maintenance of Effort Budget preparation
- Release RFPs
- Finalize contract language changes for following year

## Fourth Quarter (Spring)

- Prepare following year contracts
- Complete mid-year amendments
- Non-Medi-Cal cost settlements
- Year-end closing (projections and liquidations)
- Budget reconciliation
- Contract awards based on procurement activities
- Board Letters for continuing contracts

# YEAR ROUND ACTIVITIES

- Monitoring performance data
- Budget modifications
- Board Letters
- Reporting Unit requests
- Updating Insurance
- Quarterly provider meetings (large providers)
  - Provider meetings upon request/as needed for all other providers
- Site visits

# NETWORK OFFICE PRODUCTS FY 13-14

84 Budget Modifications (Mental Health 60, SUD 24)

- These generally represent expansions of existing programs to meet increased demand for services in particular regions or for particular populations

60-100 Board Letters– seeking Board of Supervisors approval for new programs or expansions of existing programs to meet community needs

1,123 Invoices processed ytd (up from 1,050 last year)

289 Reporting unit (ru) requests (up from 161 last year)

180 Organizational Contracts

70 Contract Amendments – executing the decisions of BHCS Leadership and the Board of Supervisors

3 RFPs, 1RFI

# CONTRACT LANGUAGE CHANGES

## Substance Use Disorder

- AB109
- NTP
- Outpatient ODF
- Primary Prevention
- Residential
- Exhibit A-1

# CONTRACT LANGUAGE CHANGES

## – MENTAL HEALTH

OIG – will impact all providers; no contract change yet  
Report runs on INSYST

### Children

- CESDC
- Child Level 1
- Children's unbundled classroom
- Non-CESDC ERMHS
- Non-ERMHS School-based
- Katie A.
- Early Childhood
- Family Engagement

### Adults

- Service Team
- Full Service Partnerships
- Homeless Level II
- Integrated Behavioral Health

### UEL P

Exhibit A-1

Exhibit A-2 for QA

# NETWORK OFFICE: NUTS & BOLTS

## ■ Contract Finalization

- Authorized signatures need to be on file
- Must show provider contribution, or other Agency (e.g. school district) funding in revenue section of budget
- Signing in a timely manner is helpful, and often critical to beginning or continuing service

# NUTS & BOLTS: FISCAL REMINDERS

## Invoicing

- Requesting supplemental reports and invoices
- Monthly Invoices:
  - BHCS Provider's Claim Form
  - No later than thirty-five (35) calendar days after the last day of the service month
  - Original invoice with appropriate attachments

# NUTS & BOLTS: FISCAL REMINDERS (continued)

- Invoices After End of Contract Terms:
  - Within forty-five (45) calendar days following the end of the term of this Contract
  - All invoices submitted after forty-five (45) calendar days subject to BHCS approval
- Cash Advance:
  - One-time cash advance
  - Case-by-case basis in response to critical financial need
  - Entity must be community-based, private and nonprofit
  - Cash Advance Maximum: 1/12<sup>th</sup> of total contract allocation
  - Repayment method is subject to BHCS approval

The background features abstract geometric shapes. A large blue triangle occupies the right side and top. An orange triangle is on the left side. A teal triangle is at the bottom left, overlapping the blue and orange shapes. The text 'QUESTIONS?' is centered in the white space between the orange and blue shapes.

**QUESTIONS?**