


## MEMORANDUM

**DATE:** August 9, 2023

**TO:** Alameda County Behavioral Health Care Services (ACBH)  
Rate-Based Reimbursement Community-Based Organizations

**FROM:** Cecilia Serrano, Finance Director 

**SUBJECT:** Fiscal Year 2023-24 First Quarter Invoice Submissions for Rate-Based Contracts

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Due to the *SmartCare Go-Live* delay, ACBH is providing increased stability by updating the provider **Interim Contracts to include provisions for monthly actual cost reimbursement for the first quarter of Fiscal Year (FY) 2023-24 (July 2023 – September 2023)**.

For the first quarter reimbursement, for programs that are submitting actual costs and those that require an alternative method in lieu of line-item actual cost submission, this memo provides additional detail of the invoicing procedures.

For programs that are submitting actual cost invoices for the first Quarter, Contractor shall submit invoices which includes detailed, line-item monthly expenditures incurred excluding Other Health Insurance and/or Medicare revenues collected by Contractor to perform the contracted services (see sample attached). In addition, invoices shall reflect cost savings when budgeted positions (in Exhibit B-1) are vacant.

Specifically, for Opioid Treatment Programs, the Contractor shall attach the corresponding report from their organizations electronic claims system or electronic health records system to the monthly invoice/claim.

If you have any questions regarding your organization's Interim Contract, please contact your assigned Contract Managers or the ACBH Contracts mailbox at [Contracts@acgov.org](mailto:Contracts@acgov.org). If you have questions regarding the provider service report/claim (invoice), please contact the CBO Accounts Payable Unit at [CBOPayment@acgov.org](mailto:CBOPayment@acgov.org).

ACBH appreciates our continued partnership and collaboration in these times of change to deliver essential behavioral health services to the clients and families in Alameda County.

Thank you for your ongoing engagement.

cc: Executive Team  
Operational Leadership  
Budget and Fiscal Services Unit  
Contracts Unit

Enclosures: Rate-Based Invoices - Supporting Doc Sample

