

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

Audit Function

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

Budget Issues Impacting Allocation Letters

- Measure A
- AB 109

Batches of Allocation Letters

- Four batches of letters are staged this spring
- Most SUD contracts are in Batch 4 to go out mid-May

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
- Provider meetings
 - Provider meetings upon request/as needed for all other providers
 - Provider interest in contract-specific meetings during the year?
- 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

NETWORK OFFICE: NUTS & BOLTS

■ Contract Finalization

- Authorized signatures need to be on file
- Signing in a timely manner is helpful, and often critical to beginning or continuing service

NUTS & BOLTS: FISCAL REMINDERS

Invoicing

- Monthly Invoices:
 - Original invoice with appropriate attachments
 - Timeliness
 - Quarterly Reports
 - End of contract term final invoices 45 day after contract end date

- SUD providers known for being timely in invoicing -- we appreciate you!

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
 - Entity must be community-based, private and nonprofit
 - Cash Advance Maximum: 1/12th of total contract allocation
 - Repayment method is subject to BHCS approval

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QUESTIONS?