



County of Fresno


Contracts Division Substance Use Disorder Services

3133 N. Millbrook Ave.

Fresno, CA 93703

(559) 600-6053

SUD BULLETIN

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| Title: Provider Monthly Invoice Submission Requirements | | Issue Date: July 19, 2017 Expiration Date: N/A | Issue No.: 17-03 |
| Approval: Susan L. Holt, LMFT Deputy Director, Clinical Operations Department of Behavior Health  | Function: <input type="checkbox"/> Treatment <input type="checkbox"/> Prevention <input type="checkbox"/> Education/Training <input checked="" type="checkbox"/> Fiscal <input type="checkbox"/> Other | Supersedes Bulletin/SAS Letter No.: N/A | |

PURPOSE:

To inform all County contracted treatment and prevention Substance Use Disorder (SUD) service providers of the new invoicing requirements for services delivered starting July 1, 2017 and forward. These new requirements apply to all contracts including those that receive rate per unit of service reimbursements.

The additional invoicing requirements are designed to benefit both the County and the contracted providers by reducing the incidence of unreimbursable costs being billed, minimizing adverse Department of Health Care Services (DHCS) audit findings and recoupments, and ensuring the County maintains compliance with its contractual requirements.

DISCUSSION:

Prior to FY 2017-18, most SUD treatment and prevention providers were not required to include line item invoices, month end close General Ledgers (GL) from their accounting systems, or invoice support documentation (i.e. purchase receipts, labor distribution reports, payroll registers, payroll tax returns - State & Federal, etc.) with rate-based monthly billing submissions.

To ensure County and provider compliance with provisions from the State-County Contract, and applicable State and Federal regulations, providers are required to submit the following each month:

1. Substance Abuse Information System (SAIS) rate reimbursement invoice by the 15th of the month for Drug Medical (DMC) services.
2. All non-DMC invoices will continue to be submitted by the 20th of each month.
3. **By the twenty-fifth (25th) of each month all providers must submit:**
 - A line item invoice using a DBH-SUD Services provided template.
 - The GL revenue and expense accounts from the provider's accounting system in both PDF and Excel format for the month being billed. The expense accounts provided must include the direct costs incurred to provide services under the contract as well as the indirect costs allocated to the contract using an acceptable allocation methodology. Any unallowable (not billable to the contract under Federal and/or State regulations) expenses must be clearly marked as unallowable. Handwritten notes used to clarify issues are acceptable on the scanned PDF ledger account pages. If multiple GL accounts are billed to one invoice line, provider must identify which accounts are included in each invoice line. The GL account expenses must match those reported on the provider's line item invoice excluding unallowable costs.

Following submission of the itemized invoice and general ledger:

- The assigned analyst will select line items from which to request source documentation. The County reserves the right to request source documentation for every transaction as reported on the provider's GL. Source documentation includes, but is not limited to the following:
 - ❖ Proof of payment invoices and receipts
 - ❖ Bank statements
 - ❖ Payroll register
 - ❖ Labor distribution report
 - ❖ Quarterly State and Federal payroll tax returns for employees performing both direct services and indirect administrative and support services for the program.

It is imperative that for services provided under DBH contracts, providers keep all source documentation records associated with the costs incurred. Expenses will be disallowed for costs that do not have supporting documentation.

Providers must comply with to this new monthly reporting requirement to ensure the County meets its State/Federal fiscal regulatory compliance standards. Therefore, providers that fail to comply with this new reporting requirement will be placed on payment hold until compliance is achieved.

REFERENCES

All provider-County contracts
State-County Contract
Centers for Medicare and Medicaid Services (CMS) Provider Reimbursement Manual –
Part I

DISTRIBUTION

All DBH-SUD Services treatment and prevention providers.

CONTACT

Please contact your assigned analyst with any questions.