

AD Monthly Provider Meeting – Quarterly Billing Meeting
Thursday June 24, 2021 8:30am – 10am



1. Introductions

2. FY21 Invoices – Year End Deadline

- End of the FY21 contract year closes on 6/30
- Hard deadline for all invoices for dates of service from 7/1/20 – 6/30/21 are due by 7/9 at 5pm.
- Invoices are typically due monthly by the 20th, but the last invoice date is always earlier given the county is closing it's year.
- If there are any barriers to meeting that submission deadline for the JUN invoices or any other outstanding invoices please contact your assigned program Specialist: Tiffany, Natalie, Dzenana, or Clair ASAP but before that deadline
- If you do not, there may be delays or inability to pay you for those services.

3. FY22 Annual Budgets

- You should all be getting your contracts for FY22 either funding adjustment letter, contract amend, or a brand new contract if you haven't already.
- Those of you who have services that are paid with COS payment basis are required to submit an annual budget every year.
 - Mostly these services are things like Peer Services, Recovery Support, Gambling Peer Support and Treatment, Prevention, Outreach, FIT services. Most SUD Tx are FFS that do not require an annual budget but instead require encounters in PHtech/CIM.
- Typically that budget is due 30days after your contract is executed so for many of you that means the end of JUL or early AUG.
- If after your budget is approved you need to make significant changes to your budget that equate to 20% or more of the total funding, your contracts require that you contact us first and we will work through re-budgeting.
 - Please, pay attention to the language in your contracts that speak to required communication we expect for mid-year changes, staffing gaps/changes, etc.
 - If you ever have any questions about this or anything in your contracts please reach out.
- We have noticed a few things about budgets in the last couple of years and we are working to improve our processes. I want to tell you about a few new things you can expect this year:
 - We are trying to provide better TA to assist with this process of budget development and invoicing.

- To that end, we will be offering a training and Q/A session in Mid to Late July. We encourage you to send a staff to this session.
 - We realize sometimes in larger organizations there is a disconnect or knowledge gap between program staff and fiscal staff and sometimes program staff don't know what's in their budget. We have seen this have negative implications for instance accidentally billing through PHtech encounters fee-for-service lines that are paid out of cost reimbursement lines.
 - We want to encourage both program staff and billing staff to attend this training or take part in your internal budget development process, we get the reality of more tasks than hours in the day.
- We are updating our budget template for FY22 so you will see some changes. We hope to have that template to you by next week.
 - Line Item Description: we will be asking for more detail not just \$3,000 in supplies, but what does that entail, what are the calculations, expect to demonstrate how you got to that estimate
 - Clarifying a few line items in Materials/Services
- BHD director's office and Finance has come out with a few policy decisions:
 - For Admin/Indirect rates, we will honor the federally negotiated rate and will request a copy of your updated letter along with the budget.
 - For those that do not, 10% rate di minis
 - When it comes to invoicing, your indirect rate should not fluctuate with monthly billing, it needs to be charged consistently not more than your approved rate.
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- We want to know your feedback:
 - What barriers do you have
 - What do you want included in an invoice/budget training
- Billing support will discuss the next agenda items

4. Correct Claim Cut Off Dates

5. Secondary Payer Updates

6. Fee Schedule and Miscellaneous Updates

7. Questions