



SAPC Finance Services Division Provider Updates

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End of FISCAL YEAR = BILLING DEADLINE

Drug Medi-Cal Treatment Services

Claim Submission Deadline	Expected Date of Reimbursement
July 1, 2024 – July 5, 2024	End of July 2024
July 6, 2024 – July 31, 2024	After the Sage blackout period has been lifted

Recovery Bridge Housing Services

Claim Submission Deadline	Expected Date of Reimbursement
July 1, 2024 – July 5, 2024	End of July 2024
July 6, 2024 – July 15, 2024	End of August 2024

Prevention, Client Engagement and Navigation Services, and all Other Contracts

Invoice Submission Deadline	Expected Date of Reimbursement
July 1, 2024 – July 5, 2024	End of July 2024
July 6, 2024 – July 15, 2024	End of August 2024

End of FISCAL YEAR = BILLING DEADLINE

Take Action NOW!

- Conduct internal studies to identify any services/costs that have NOT been submitted for reimbursement.
 - Sage Billing: Run Progress Note Status Report to identify claims for submission.
- Review contract allocation and identify amount of unused funds.
- Review Statement/Scope of Work to confirm allowable program activities.
- Work with staff to identify needed equipment and other resources to support the program.
- Work with vendors to secure needed invoices to request for reimbursement.

SAPC 23-10: Implementation of Fiscal Reporting Process

- Release October 10, 2023, effective July 1, 2023.
- Applies to ALL SAPC contracts and agreements.
- Streamlined process, 5% of the content of the State's prior tool.
- Collects cost information at AGENCY level by ASAM/SERVICE.

Actions to Take Now

- Collect all associated costs and service units per contract.
- Enter costs according to ASAM/SERVICE Cost Centers.
- Leverage Revenue/Expenditure tracking report (Capacity Building).
- Review Fiscal Reporting Tool(s) on SAPC website and identify any questions.

SAPC-IN 23-10: Implementation of Fiscal Reporting Process

- Three (3) Tools

DMC-ODS	Prevention, Harm Reduction & Other Services	Driving Under the Influence
ASAM 1.0 (Outpatient) 1.0 ASAM 2.1 (Intensive Outpatient) 2.1 ASAM 1-WM ASAM 2-WM ASAM 3.2-WM ASAM 3.7-WM ASAM 4.0-WM ASAM 3.1 ASAM 3.3 ASAM 3.5 Narcotic/Opioid Treatment Program Recovery Bridge Housing Recovery Housing Services	Comprehensive Prevention Services (CPS) Environmental Prevention Services (EPS) Adolescence Prevention Services (APS) Friday Night Live (FNL) Capacity Building (CB) – SHSMA Client Engagement and Navigation Service (CENS) Housing Navigation Increased Access Service Training & Technical Assistance Outreach & Engagement Sobering Center Media Services Harm Reduction Other Services (please specify in the comment note)	By DUI License

FY23-24 Program Budget



FY24-25 Program Budget

- Excel-based & pre-formulated (*does the math for you!*)
- Increased clarity & instruction

Prior Instructions

SALARIES TAB

Title - List each position (including vacant positions).

Total Annual Salary - List annual salary for each position.

% of Time Employed by Agency - Enter projected percentage of time to be charged to this contract.

% of Time in (B) Spent on This Contract - Enter projected percentage of time spent on this contract for each position.

Revised Instructions

1. SALARIES TAB

This section captures the costs associated with the needed personnel to implement the contracted services. It is essential that providers take special care in developing their staffing plans. Before completing this section, providers should conduct a thorough analysis of the needed actions and roles to successfully implement the goals and objectives of the contracted programs and deliverables and then develop a staffing plan that ensures these goals are met while paying staff competitive wages and avoiding burn-out. To ensure the success of all County's contracted programs, the providers need an adequate and productive workforce.

- Title – List each position (including vacant positions). Do not include names of staff holding these positions, as this may change throughout the year. Ensure you include all the needed items as described above.
- Total Annual Salary – Input annual gross salary for each position that will be associated/used for the administration of the contract. To determine salaries, providers must consider the cost of living for a specific geographic location and competitive salaries exist for the same or similar work.
- % of Time Employed by Agency – Enter the percentage of time employed by the agency. In this section, only include staff employed by the organization. Because staffing plans may call for both full-time (100%) or part-time (less than 100%) staff, this section identifies the percentage of time this item will be employed by the organization.
- % of Time in (B) Spent on This Contract – Enter the projected percentage time that will be allocated to this contract. Some providers may have multiple funding streams or contracts that support the salary of a particular staff. In this section, include the percentage of time that a staff will work on this program. When a staff salary amounts various between funding streams, ensure that the total amount does not exceed 100% to avoid fiscal compliance issues.

FY23-24 Program Budget



FY24-25 Program Budget – New Categories

- Program Investment Funds
- Sixty (60) Calendar Day Operating Reserve

Category	Description
Program Investment Funds	Providers must continue to evaluate their programs and organizations as part of continuous process improvement and identify investments that improve service outcomes and support the overall look and feel of the program. Investments can range from equipment to training based on the program and should be included in other areas of the budget. This section is designed to capture allocated amounts that are for other programmatic investments. Note, providers may not hold unreasonable reserves that negatively impact or impede the ability to deliver services. Enter program investment that can be collected for similar services provided by this contract.
Sixty (60) Calendar Day Operating Reserve	Government contract may be impacted by budgeting or contracting cycle that occurs with the end and start of every fiscal year. Though SAPC is committed to efficient and timely processes, there may be instances where providers may see interruptions in the timing of payments and reimbursement. To avoid cash flow issues, providers must maintain a 60-calendar day operating reserve to avoid interruptions of services to the patients, participants or communities. Additionally, a 60-calendar day reserve will allow the provider to better meet organizational requirements, such as salaries and facility costs. Providers may include in this section a portion of the funds needed to establish a 60-calendar day reserve.



Finance Services Division Update – Contact

Questions and/or More Information

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