



Fiscal Reporting Training & FY 2024-25 Incentive Overview

Substance Abuse Prevention and Control Bureau
County of Los Angeles Department of Public Health





Fiscal Reporting Tool Training

- On June 1, 2023, the State of California Department of Health Care Services (DHCS) released the Behavioral Health Information Notice (BHIN) No: 23-023 informing the elimination of cost settlement requirements for Counties and providers ([BHIN-23-023-Elimination-of-Cost-Reporting-Requirements-for-Counties-and-Providers.pdf \(ca.gov\)](#)). The new regulation took effect as of FY 2023-2024.
 - Did not eliminate fiscal compliance requirements.
- On October 10, 2023, the County of Los Angeles Department of Public Health's Substance Abuse Prevention and Control (SAPC) Bureau released the SAPC INFORMATION NOTICE 23-10 (SAPC IN 23-10) that announced the implementation of the Fiscal Reporting process for all SAPC providers ([http://publichealth.lacounty.gov/sapc/bulletins/START-ODS/23-10/Fiscal-Reporting-SAPC-IN-23-10.pdf](#)). First year of implementation would be FY23-24.



Fiscal Reporting Tool Training (Continue)

- The purpose of the Fiscal Reporting process is to ensure:
 - Collection of the expenditure data
 - Meeting local funding requirements
 - Decreasing administrative burden
 - Provided services to comply with relevant regulations and guidelines.
- The Fiscal Reporting process is in addition to any other reporting requirements issued by DHCS, which have changed under CalAIM provisions for treatment providers.



Fiscal Reporting Tool Training (Continue)

- Completion of the Fiscal Reporting process includes:
 - SAPC sets deadlines for the information submission and communicates them to the providers.
 - November 15, 2024 – Providers complete and submit Fiscal Reporting Tool to SAPC
 - December 31, 2024 – SAPC issues Fiscal Report to providers with summary & key issues
 - Timely submission of the invoice, claims, and Fiscal Reporting Tool.
 - Failure to submit accurate and complete information may result in providers not being able to fully capture and claims costs on the Fiscal Reporting Tool.
 - *Leverage accounting process supported by FY23-24 Financial Infrastructure Capacity Building.*



Fiscal Reporting Tool Training (Continue)

- Fiscal Reporting Tools for each program:
 - DMC Fiscal Reporting Tool – FY20XX-XX
 - Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool – FY 20XX-XX
 - DUI Fiscal Reporting Tool – FY 20XX-XX
- The Fiscal Reporting Tools can be downloaded from SAPC’s website: [LA County Department of Public Health - Substance Abuse Prevention and Control](#).
 - Select “Providers” drop down menu then select “Manual, Bulletins, & Forms”
 - Click on the “Bulletin” tab then “Bulletin 2023” link
 - Scroll down to find the “23-10 – Implementation of Fiscal Reporting Process for All Substance Abuse Prevention and Control Bureau Services Providers”
 - Click on links for each program tool(s)



Fiscal Reporting Tool Training (Continue)

- Fiscal Reporting Tool includes instructions explaining the steps for the tool completion.
- Providers complete only the yellow highlighted areas.
- Providers should maintain their financial records in the way that can assist them to break down the cost by the cost centers and level of cares.
- Financial records includes, but not limited to:
 - General Ledger
 - Salary, wages, and employee benefits reports
 - Operating cost reports
 - Invoices and claims
 - Revenue reports

NOTE: Leverage cost centers/accounting systems supported with FY23-24 Financial Infrastructure Capacity Building



Fiscal Reporting Tool Training (Continue)

- Sample of a Fiscal Reporting Tool (DMC services):

Department of Public Health - Substance Abuse Prevention and Control Bureau									
Fiscal Reporting - Overall Detailed Costs									
Fiscal Year 20XX-XX									
	(1)	(2) = (1) - (10)	(3)		(4)				
0					Drug Med				
SECTION (A) - EXPENDITURES DESCRIPTION	From Accounting Records	Formula (General Ledger less Total Direct Cost)	Outpatient Treatment Cost Center		Withdraw Management Cost Center				
			Direct ASAM 0.5	Direct ASAM 1.0	Direct ASAM 1.0-WM	Direct ASAM 2.0-WM	Direct ASAM 3.2-WM	Direct ASAM 3.7-WM	Direct ASAM 4.0-WM
	Total	Indirect							
Personnel Services									
Salary and Wages		0.00							
Employee Benefits		0.00							
Equipment, Materials and Supplies									
Depreciation - Equipment(s)		0.00							
Maintenance - Equipment(s)		0.00							
Medical, Dental and Laboratory Supplies		0.00							
Membership Dues		0.00							
Rent and Lease Equipment(s)		0.00							
Clothing and Personal Supplies		0.00							
Food and Lodgings		0.00							
Laundry Services and Supplies		0.00							
Small Tools and Instruments		0.00							
Other		0.00							
Operating Expenses									
Communications		0.00							
Depreciation - Structures and Improvements		0.00							
Household Expenses		0.00							
Insurance		0.00							
Interest Expense		0.00							
Lease Property Maintenance, Structures, Improvements and Grounds		0.00							
Maintenance - Structures, Improvements, and Grounds		0.00							
Miscellaneous Expenses		0.00							
Office Expenses		0.00							
Publications and Legal Notices		0.00							
Rents & Leases - Land, Structure, and Improvements		0.00							
Taxes and Licenses		0.00							
Drug Screening and Other Testings		0.00							
Utilities		0.00							
Trainings		0.00							
Miscellaneous Supplies		0.00							
Other(s)		0.00							
Professional and Special Services									
Pharmaceutical		0.00							
Drug - Methadone (NTP Only)		0.00							
Dosing - Medication Assisted Treatment (NTP Only)		0.00							
Professional and Special Services		0.00							
Other(s)		0.00							
Transportation									



Fiscal Reporting Tool Training (Continue)

Cost Categories

Personnel Services

- Salaries and Wages
- Employee Benefits

Equipment, Materials & Supplies

- Medical, Dental and Laboratory Supplies
- Membership Dues
- Rent and Lease Equipment(s)
- Clothing and Personal Supplies
- Food and Lodgings

Operating Expenses

- Salaries and Wages
- Employee Benefits

Category Selection

- ✓ Based on SAPC contracted levels of care.
- ✓ Expenses/Cost captured by LOC
- ✓ Not all categories may apply to your program.
- ✓ Expenses must be allowable per regulations, treatment standards, etc.
- ✓ Subject to review and approval.



Fiscal Reporting Tool Training (Continue)

- **Providers responsibilities:**

- Provider run the “Provider Services Summary Report” in Sage.
 - This report summarizes the total amounts billed for the fiscal year and can be used to determine the amounts billed, paid, and/or denied)
- Ensure timely submission of claims to increase report accuracy.
- When the final report is issued, providers should review the report to determine the potential impact of current organizational structure and service delivery models and volumes.
- Providers must retain (per Record Retention and Audits requirements) the information used to complete the Fiscal Reporting Tool in an organized manner consistent with current LA County policy.
 - The information may be used during audits and/or reviews by other County’s department(s), DHCS, etc.



Fiscal Reporting Tool Training (Continue)

Provider Services Summary Report

The screenshot shows the myAvatar NX web application interface. The browser address bar displays `lasapcnx.netsmartcloud.com/#/home`. The application header includes navigation links for 'All Doc/Chart', 'Welcome - Claim Adj + State Claiming', 'KPI Dashboards', 'Financial + Clinical', and 'PCNX Training Videos'. A user profile icon and a 'Customize' toggle are also visible.

The main content area features a search bar with the text '2020+' and a dropdown menu for 'Advanced Client Search'. Below the search bar, a modal window titled 'Here is what I found:' is open, displaying a table of search results under the 'Forms' category.

Undock	Name	Menu Option
	FY2020+ Contract Performance Report	/ Avatar PM / PM Reports

Other elements visible on the page include a 'MESSAGE CENTER' with an effective date of '09/26/2024', a 'Registration for the SAPC E' link, and a 'Join Meeting here' link. A notification at the bottom right states 'You don't have any reminders' with a green checkmark. A link for 'Large-PCNX Training Resources Page' is also present.



Fiscal Reporting Tool Training (Continue)

Provider Services Summary Report

myAvatar NX myDay All Doc/Chart Welcome - Claim Adj + State Claiming KPI Dashboards Financial + Clinical PCNX Training Videos Customize OFF

FY2020+ CONTRACT PERFORMANCE REPORT

FY2020+ Contract Performance Report

Select Provider(s) *
Select

Service Begin Date *
T

Service End Date *
T Y

Detail or Summary? *
Select

LASAPC LIVE
A/PM | LIVE | MIMENDEZ
BUILD: 2024.01.03

Data Filters

- ✓ Only for your agency
- ✓ This is for full fiscal year to select July 1, 2023, as start date.
- ✓ This is for full fiscal year to select June 30, 2024, as start date.
- ✓ Choose "DETAIL"



Fiscal Reporting Tool Training (Continue)

Provider Services Summary Report

Browser address: lasapcnx.netsmartcloud.com/#/form/sessionid/NX@6c9c5dbb@a034@47ee@9ee1@a66655adcf66

Navigation: myAvatar NX myDay All Doc/Chart Welcome - Claim Adj + State Claiming KPI Dashboards Financial + Clinical PCNX Training Videos

FY2020+ CONTRACT PERFORMANCE REPORT

Buttons: Process Discard Add to Favorites

FY2020+ Contract Performance Report

Select Provider(s) *	Service Begin Date *	Service End Date *	Detail or Summary
[Redacted]	07/01/2023	06/30/2024	Summary

Footer: LASAPC LIVE AVPM | LIVE | MMENDEZ BUILD: 2024.01.03



Fiscal Reporting Tool Training (Continue)

Provider Services Summary Report



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL - FINANCIAL SERVICES DIVISION
FY19/20+ CONTRACT PERFORMANCE REPORT (CPR)
7/1/2023 From to 6/30/2024



Detail								
Location (Provider #)	Level of Care (LOC)	State Crosswalk	HCPCS Code Description	Unit Rate	YTD Billed UOS	Gross Amount Claimed	Approved UOS	Y-T-D Adjusted Approved Amount
ASAM 3.1								
H0005:U1								
			H0005 Alcohol and/or drug services; group counseling by	\$ 0.00	96	\$0.00	96	\$0.00
					96	\$0.00	96	\$0.00
H0019								
			H0019 Behavioral Health; Long Term Residential	\$ 210.34	4536	\$578,441.52	2581	\$541,943.16
			H0019 Behavioral Health; Long Term Residential	\$ 239.42	6	\$1,262.04	0	\$0.00
					4542	\$579,703.56	2581	\$541,943.16
S9976:U1								
			S9976 Residential -Room and Board	\$ 0.00	2647	\$71,920.54	2558	\$63,950.00
					2647	\$71,920.54	2558	\$63,950.00
S9976-C:U1								
			S9976- Residential -Room and Board	\$ 0.00	11	\$275.00	0	\$0.00
					11	\$275.00	0	\$0.00
T1017:U1								
			T1017 Targeted Case Management, Each 15 Minutes	\$ 91.37	204	\$15,468.09	204	\$15,468.09
					204	\$15,468.09	204	\$15,468.09
T1017:U1:GC								
			T1017 Targeted Case Management, Each 15 Minutes	\$ 91.37	1	\$59.44	1	\$59.44
					1	\$59.44	1	\$59.44
T1017:U1:HL								
			T1017 Targeted Case Management, Each 15 Minutes	\$ 91.37	1	\$59.44	1	\$59.44
					1	\$59.44	1	\$59.44

Data Filters

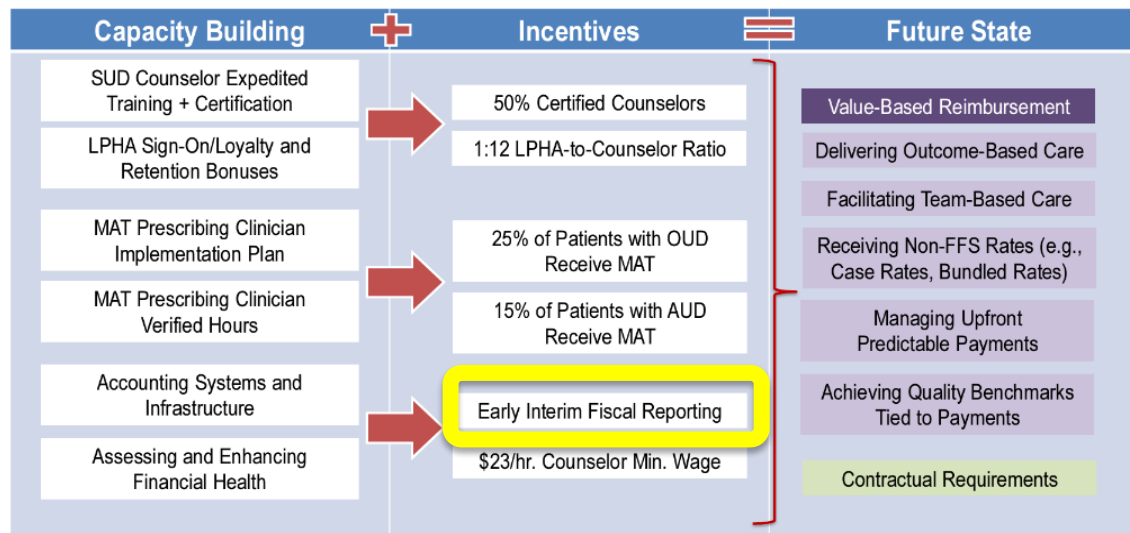
- ✓ Ensure report is for correct period.
- ✓ Report includes all contracted and utilized levels of care.
- ✓ Limited to approved claims to better analyze revenue/expenditure.
- ✓ Cost are collected regardless of reimbursed rate.



FY 2024-25 Incentive: Early Interim Fiscal Reporting

Agencies provide early interim fiscal reports on a quarterly basis (5-B) **New**

- **Purpose:** Part of SAPC’s Capacity Building & Incentives initiative to support provider network growth and sustainability and support the transition to value-based reimbursement.
 - **“Early”** - Submitted quarterly, before the end of the fiscal year.
 - **“Interim”** - Use the same reporting template, just submitted quarterly during the course of the fiscal year.





FY 2024-25 Incentive: Early Interim Fiscal Reporting

Agencies provide early interim fiscal reports on quarterly basis (5-B) **New**

Payment:

- **Tier 1:** \$2,500 per quarterly report
- **Tier 2:** \$5,000 per quarterly report
- **Tier 3:** \$7,500 per quarterly report

Please include your agency's
Invoice: Incentives Verification

Quarter	Reporting Period	Due
Q1	7/1/24 – 9/30/24	11/25/24
Q2	10/1/24 – 12/31/24	1/31/25
Q3/last invoice	1/1/25 – 3/31/25	3/31/25

Substance Abuse Prevention and Control (SAPC)
INVOICE: Incentive Metrics Completion Verification
Fiscal Year (FY) 2024-2025 Incentive Metrics Package

Payment reform was implemented by the Los Angeles County Department of Public Health's Bureau of Substance Abuse Prevention and Control (DPH-SAPC) in July 2023 and was the first step away from a volume-based and towards a value-based reimbursement (VBR) structure for specialty substance use disorder (SUD) systems. VBR will require defining performance metrics designed to validate whether provider agencies deliver, and patients receive, outcome-focused services that translate to value-based care.

DPH-SAPC is building on its Payment Reform Year 1 incentive metrics package and continues to move the SUD system towards this new model. While these metrics are still under development, the five categories remain key categories of focus under DPH-SAPC's FY 2024-25 Incentive structure:

1. Workforce Development: Recruitment, Retention, and Training
2. Access to Care: Reaching the 95%
3. Medications for Addiction Treatment (MAT)
4. Optimizing Care Coordination
5. Enhancing Data Reporting

Instructions
This invoice is to be used when agencies have met one or more incentive metrics for Fiscal Year (FY) 2024-2025. It should be submitted by the end of Quarter 3 of the current FY (March 31, 2025).

INCENTIVES TABLES
To receive funding(s) for any of SAPC's incentive activities, providers must submit the following information:

1. Amount Eligible: Enter the reimbursement amount based on your assigned Rate Tier. If you have questions, contact SAPC's Finance Services Branch at the email below.
2. E-Signature: Sign each applicable section indicating you have confirmed that your agency's data, in consideration of data from all contracted sites and within the designated period(s), achieves the metric(s) in accordance with the SAPC FY 24-25 [Incentive Metrics Package](#) document and any other supplemental guidance from SAPC.
3. Documentation: Provide a brief description of how the incentive metric(s) were met and attach relevant documentation for review and verification of adherence.

Incentive Metrics payments will be distributed through your DMC-ODS Contract and are subject to all federal, state, and county audits and verification reviews. Providers must accurately account for funds in accordance with County accounting procedures, including separate cost centers. For additional questions, please email SAPC's Finance Services Division at apps-cbi@ph.lacounty.gov.

Agency Name: _____ Tier: **Select SAPC Assigned Rates Tier** ▾
Incentive Metrics Contact Person: _____ Email: _____

Submit quarterly interim fiscal report + invoice to SAPC-Finance@ph.lacounty.gov

**please note: CB&I website is being updated to reflect these instructions*



Resources and Contact Information

- For more information on [FY24-25 Incentives Metric Package](#), please visit SAPC's [Payment Reform-Capacity Building & Incentive Funds](#) website.
- If you have any questions or need additional information, please contact Finance Services Division at SAPC-Finance@ph.lacounty.gov.
- Providers can also reach out to the assigned SAPC Fiscal Reporting Unit Analyst for assistance with the Fiscal Reporting Tool submission.



THANK YOU!