

# CAPACITY-BUILDING INVOICE: Workforce Development, Recruitment And Retention

Fiscal Year (FY) 2024-2025 Incentive Metrics Package



## 1-Capacity-Building Invoice

### Category: Workforce Development, Recruitment, and Retention

With the continued behavioral health transformation anticipated under the California Advancing and Innovating Medi-Cal (CalAIM) Initiative, the movement towards value-based care through payment reform, as well as the evolving and competitive behavioral health workforce landscape, the Los Angeles County Department of Public Health's Substance Abuse Prevention and Control Bureau (DPH-SAPC) is embarking on another round of optional, but recommended, capacity building efforts to support its provider network with development in the areas below.

#### Instructions

This invoice is for **Workforce** capacity-building activities and is used when agencies opt into a) start-up funds and associated deliverables and b) deliverable-based capacity-building efforts.

- **Workforce Start-Up Funds and Associated Deliverables**

- Counselor Expedited Training and Certification – Tuition/Paid Time Off (1-E)
- Medication for Addiction Treatment (MAT) Prescribing Clinician – Approved Implementation Plan (1-G)
- Improving Workforce Language Assistance Efforts - Approved Language Access Implementation Plan (1-I)

- **Workforce Deliverable-Based Efforts**

- LPHA Sign-On/Loyalty Bonus (1-A)
- LPHA Retention Bonus (1-B)
- Sustainability Plan TA and Progress Report - 25% (1-C)
- Sustainability Plan TA and Progress Report - 75% (1-D)
- Counselor Expedited Training and Certification – Certification Obtained (1-F)
- Medication for Addiction Treatment (MAT) Prescribing Clinician – Clinician Staffing and Hours Verified (1-H)
- Improving Workforce Language Assistance Efforts - Bilingual Bonus (1-J)

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Fiscal Year (FY) 2024-2025 Incentive Metrics Package



The following information needs to be included:

### START-UP FUNDS AND ASSOCIATED DELIVERABLES TABLES

- Units:** Enter the number of units you are seeking reimbursements for and expect to be completed. Units may not exceed the amount identified under the “Max Units” for your assigned Rates Tier.
- Requested Amount/Tier:** Enter the total cost per your assigned Rates Tier for the total number of units. Contact SAPC’s Finance Services Division using the email below for questions.
- Participation Opt-In:** Select ‘Yes’ to the Start-up Fund activities you wish to participate in to receive Start-up Funds.

### DELIVERABLE EFFORT TABLES

- Intent for Other Efforts:** Indicate if your agency intends to participate in other listed capacity-building efforts that are deliverable-based by indicating ‘yes,’ ‘no,’ or ‘maybe.’ This is non-binding, and agencies can participate at any time before the due date.
- Submit to [SAPC-CBI@ph.lacounty.gov](mailto:SAPC-CBI@ph.lacounty.gov) by 9/15/2024 to indicate your attestation to participate in Start-Up Funds and intent for other deliverable-based efforts.

Capacity Building 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 Branch at [SAPC-CBI@ph.lacounty.gov](mailto:SAPC-CBI@ph.lacounty.gov). Please provide the following information:

<b>Agency Name:</b>		<b>Tier:</b>	Select SAPC Assigned Rates Tier
<b>Capacity-Building Contact Person:</b>		<b>Email:</b>	
<b># Registered Counselors Agencywide:</b>		<b># DMC Contract Sites:</b>	
<b># LPHA</b>		<b># LPHA-Eligible</b>	

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## Capacity Building Category: Workforce Development

**Description:** DMC-ODS and CalAIM initiatives will transform the specialty SUD service system for Medi-Cal clients and continue to increase expectations for the workforce in the form of higher clinical, documentation, and outcome standards. DPH-SAPC has prioritized workforce development as a central component to advancing the SUD field and moving towards parity with physical and mental health systems.

### Start-Up Funds and Associated Deliverables

By signing and responding 'Yes' to receiving start-up funds, you attest to the completion and submission of required documentation in accordance with the Capacity Building Package specifications by the due date to avoid recoupment. Responses of 'No' will result in no advance payment of start-up funds. However, if you do not opt for start-up funds, you may still participate in any qualifying, non-start-up activity as a deliverable-based effort. You will receive payment when the deliverable is submitted and approved.

Type	Activity	Due Date(s)	Payment Per Unit	Number of Units	Tier/Amount	Requesting Start-Up Funds?
Start-Up	<b>Counselor Expedited Training and Certification – Tuition/Paid Time Off (1-E)</b>	<b>9/15/24:</b> Start-Up Funds Request  <b>6/30/2025:</b> Supporting Documentation	\$2,500 per eligible participant	Enter Number of Units  _____	Calculate and Enter Amount  \$_____	Choose an item.

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Type	Activity	Due Date(s)	Payment Per Unit	Number of Units	Tier/Amount	Requesting Start-Up Funds?
Start-Up	<b>Medication for Addiction Treatment (MAT) Prescribing Clinician – Approved Implementation Plan / Addendum* (1-G)</b>	<b>3/31/2024</b> Start Up Funds Request  <b>3/31/2024:</b> Start-Up Funds Available with Approved Supporting Documentation	\$150,000 per 40hr/wk prescribing clinician time**	Choose an item.	Calculate and Enter Amount  \$ _____	Choose an item.
Start-Up	<b>Improving Workforce Language Assistance Efforts - Approved Language Access Implementation Plan (1-I)</b>	<b>9/15/24:</b> Start-Up Funds Request  <b>3/31/2025:</b> Supporting Documentation	Tier 1 -\$30,000	Choose an item.	Enter Tier/Amount	Choose an item.
			Tier 2 -\$45,000			
			Tier 3 -\$60,000			

**Deliverable-Based Efforts (No Start-Up Funds) – Intent to Participate**

Indicate if your agency intends to participate in the deliverable-based capacity-building efforts listed below by indicating ‘Yes,’ ‘No,’ or ‘Maybe.’ This is non-binding, and agencies can participate at any time before the due date.



# CAPACITY-BUILDING INVOICE: Workforce Development, Recruitment And Retention

Fiscal Year (FY) 2024-2025 Incentive Metrics Package



Type	Activity	Due Date(s)	Payment Per Unit	Participating in Activity?
Deliverable Based	<b>LPHA Sign-On/Loyalty Bonus (1-A)</b>	3/31/25	\$5,000 per eligible 1.0 FTE participant \$2,500 per eligible 0.5 FTE participant	Choose an item.
Deliverable Based	<b>LPHA Retention Bonus (1-B) (Must participate in LPHA Sign-On/Loyalty Bonus (1-A) to be eligible for this activity.)</b>	3/31/26	\$5,000 per eligible 1.0 FTE participant \$2,500 per eligible 0.5 FTE participant	Choose an item.
Deliverable Based	<b>Sustainability Plan TA and Progress Report - 25% (1-C)</b>	11/30/24	\$2,500 per agency	Choose an item.
Deliverable Based	<b>Sustainability Plan TA and Progress Report - 75% (1-D)</b>	3/31/25	\$7,500 per agency	Choose an item.
Deliverable Based	<b>Counselor Expedited Training and Certification – Certification Obtained (1-F)</b>	6/30/25	\$2,500 per eligible participant	Choose an item.
Deliverable Based	<b>Medication for Addiction Treatment (MAT) Prescribing Clinician – Clinician Staffing and Hours Verified (1-H)</b>	3/31/25	Up to \$50,000 per Agency**	Choose an item.
Deliverable Based	<b>Bilingual Bonus (1-J)</b>	Quarterly, ending 3/31/25	\$150 per eligible LPHA \$100 per eligible SUD Counselor/Peer	Choose an item.

\* There are two versions of the MAT prescribing clinician implementation plan; one for treatment agencies who offer levels of care other than Opioid Treatment Program (OTP) services and the other for agencies who exclusively offer OTP services. Agencies should submit an implementation plan / addendum that corresponds with their level(s) of care. The *addendum* plan should be complete by agencies who already have approved MAT Prescribing Clinician Start-Up Cost Sharing implementation plans (approved prior to 9/1/2024) who are seeking additional funding for additional prescribing clinician hours at their agency.

- Implementation Plan MAT Prescribing Clinician Start-Up Cost Sharing (Non-OTP)
- Implementation Plan MAT Prescribing Clinician Start-Up Cost Sharing (Non-OTP) – *Addendum*

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Fiscal Year (FY) 2024-2025 Incentive Metrics Package



- Implementation Plan MAT Prescribing Clinician Start-Up Cost Sharing (OTP-only)
- Implementation Plan MAT Prescribing Clinician Start-Up Cost Sharing (OTP-only) – *Addendum*

\*\*Start-up funding is available to all SAPC-contracted treatment agencies at a ratio of \$200,000 per 40 hours per week of MAT prescribing clinician time based on the SAPC-approved implementation plan, distributed as 75% in Year 1 and 25% in Year 2:

Example: 40 hours/week of addiction medication prescribing clinician time (totaling \$200,000):

- \$150,000 provided during Year 1 (FY23-24)
- \$50,000 during Year 2 (FY24-25)

Example: 20 hours/week of addiction medication prescribing clinician time (totaling \$100,000):

- \$75,000 provided during Year 1 (FY23-24)
- \$25,000 during Year 2 (FY24-25)



### **Deliverable-Based Efforts (No Start-Up Funds) – Submission**

**Only submit this section when the deliverable(s) are complete and agency is requesting payment**

Type	Activity	Due Date(s)	Payment Per Unit	Number of Units	Total
Deliverable Based	<b>LPHA Sign-On/Loyalty Bonus (1-A)</b>	3/31/25	\$5,000 per eligible 1.0 FTE participant \$2,500 per eligible 0.5 FTE participant	Enter number of units _____	Calculate and Enter Amount \$ _____
Deliverable Based	<b>LPHA Retention Bonus (1-B) (Must participate in LPHA Sign-On/Loyalty Bonus (1-A) to be eligible for this activity.)</b>	3/31/26	\$5,000 per eligible 1.0 FTE participant \$2,500 per eligible 0.5 FTE participant	Enter number of units _____	Calculate and Enter Amount \$ _____
Deliverable Based	<b>Sustainability Plan TA and Progress Report - 25% (1-C)</b>	11/30/24	\$2,500 per agency	Choose an item.	Choose an item.

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Fiscal Year (FY) 2024-2025 Incentive Metrics Package



Type	Activity	Due Date(s)	Payment Per Unit	Number of Units	Total
Deliverable Based	<b>Sustainability Plan TA and Progress Report - 75% (1-D)</b>	3/31/25	\$7,500 per agency	Choose an item.	Choose an item.
Deliverable Based	<b>Counselor Expedited Training and Certification – Certification Obtained (1-F)</b>	6/30/25	\$2,500 per eligible participant	Enter number of units _____	Calculate and Enter Amount \$_____
Deliverable Based	<b>Medication for Addiction Treatment (MAT) Prescribing Clinician – Clinician Staffing and Hours Verified (1-H)</b>	3/31/2025	\$50,000 per 40hr/wk prescribing clinician time**	Enter number of units _____	Calculate and Enter Amount \$_____
Deliverable Based	<b>Bilingual Bonus (1-J)</b>	3/31/25	Select Bilingual Staff	Enter number of units _____	Calculate and Enter Amount \$_____
			Select Bilingual Staff	Enter number of units _____	Calculate and Enter Amount \$_____



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## SIGNATURE AND ATTESTATION

Summary Capacity Building Workforce Development Costs Based on Totals Above	
<b>TOTAL</b>	<b>\$</b>

I attest that the above is true and factual and that our organization will use the funds as described above and submit the required deliverables on time to avoid recoupment. I acknowledge that we must adhere and are subject to all the reporting, tracking, audits, and recoupment requirements described in this document and the DMC-ODS Contract, and verify that I have authorized decision making authority to commit to the requested funds.

<b>Name</b>		<b>Signature</b>	
<b>Title</b>		<b>Date</b>	

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SAPC Use Only		
Reviewed By	Approved/Denied	Date

