

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	SUPT
	Policy Number	SUPT-02-08
	Effective Date	09-08-2020
	Revision Date	N/A
Title: Provider Reimbursements	Functional Area: Administration	
<p>Approved By: Signed Version Available Upon Request</p> <p>Lori Miller, LCSW Division Manager, Substance Use Prevention and Treatment Services</p>		

BACKGROUND/CONTEXT:

The Department of Health Care Services (DHCS) is responsible for providing oversight of substance use disorder (SUD) services provided by California counties. Sacramento County Substance Use Prevention and Treatment (SUPT) contracts with DHCS to fund local SUD prevention and treatment services. Other County, State, and Federal funding sources are also utilized to augment these services. SUPT contracts with community-based providers for the provision of prevention and treatment services to Sacramento County residents.

SUPT ensures that SUD prevention and treatment services are in compliance with DHCS and other funding source requirements and standards by monitoring service provisions, maintaining fiscal management systems, reviewing and approving provider invoices, and processing claims for reimbursement of billable services rendered by contracted providers.

DEFINITIONS:

N/A

PURPOSE:

The purpose is to establish and maintain policies and procedures to ensure accurate and timely provider reimbursement for billable SUD services provided to Sacramento County residents.

DETAILS:

Policy:

It is the policy of SUPT to monitor client eligibility and coordinate the process of receiving and tracking monthly contracted provider invoices for SUD services rendered to ensure accuracy and timely provider reimbursements and reporting in accordance with State and County Fiscal requirements.

Procedure:

A. County of Responsibility

1. In accordance with DHCS contractual requirements, SUPT follows a residence model of service delivery, wherein SUD services are made available to Sacramento County residents.

2. Service providers are only reimbursed for services provided to individuals who have Sacramento County as their County of residence and receive SUD services at a contracted provider site.

B. Eligibility for Services

1. Contracted provider staff verify eligibility determination of individuals seeking SUD services.
2. Sacramento County SUD services are available to individuals who are
 - a.) Residents of Sacramento County and
 - b.) Medi-Cal eligible, or
 - c.) Meet eligibility requirements for other funding sources
3. Eligibility verification is reviewed and approved by SUPT staff prior to authorizing contract provider reimbursements.

C. Funding Sources

1. Multiple funding sources are utilized for the administration and provision of prevention and treatment services:
 - a.) Drug Medi-Cal Organized Delivery System (DMC-ODS) for Sacramento County Residents enrolled in or eligible for Medi-Cal
 - b.) Substance Abuse Prevention and Treatment Block Grant (SABG) for Sacramento County residents who are not DMC-ODS eligible or services not reimbursable by Medi-Cal
 - c.) California Work Opportunity and Responsibility to Kids (CalWORKS) for eligible families that have a child(ren) in the home
 - d.) Other Sources: Realignment, County General Fund, State General Fund, Vehicle Code/Licensing Fines, Driving Under the Influence Fees, Substance Use and Mental Health Administration grant, and system partner funding such as Probation, Child Protective Services, and Mental Health Services
2. Contracted providers are responsible for verifying funding source eligibility of clients before providing services for the first time for each month of service thereafter prior to submitting invoices for reimbursement.
 - a.) If a client is DMC-ODS eligible, this funding source should be used before utilizing other funding sources

D. Invoicing and Reimbursement

1. If services within the County-provider contract are funded in whole or in part with Federal funds no funds may be used to support or defeat legislation pending before Congress or any state legislature. CONTRACTOR further agrees to comply with all requirements of the Hatch Act (Title 5 USC, Sections 1501-1508).
2. Contractors are contractually prohibited to unlawfully use or unlawfully use messaging regarding drugs.
3. Contractors are contractually prohibited from using funds for any activity that promotes the legalization of any drug or other substance included in Schedule 1 of Section 202 of the Controlled Substances Act (21 USC 812).
4. Contracted providers are reimbursed for services provided to clients in accordance with the service categories and rates established in the contract agreement with SUPT

- a.) Reimbursement amounts must not exceed the maximum payment amount of each funding source or of all funding sources combined, or the maximum total payment amount of the contract agreement
 - b.) SUPT and its contracted providers may not demand any additional payment from the State, client, or other third party payers for services to DMC-ODS clients
5. Following the end of a service month, contracted providers submit monthly hardcopy invoices to SUPT, as well as enter all the required information into Avatar as applicable to ensure timely reimbursement for services rendered
- a.) Contracted providers requesting reimbursement for DMC-ODS services:
 - i. Enter billable services into Avatar
 - ii. Submit a detailed monthly invoice to the County
 - b.) Contracted providers requesting reimbursement for non-DMC-ODS services:
 - i. Submit hardcopies of a detailed monthly invoice and client lists to the County
 - ii. SUPT Program Coordinators review client lists before approving and signing the claim form
 - iii. The SUPT Administrative Services Officer I (ASO I) verifies eligibility for the month of service being billed and address discrepancies with the provider directly, including the provider resubmitting a corrected invoice
6. Invoices are reviewed and signed by SUPT Program Coordinators and then forwarded to the Department of Health Services (DHS) Fiscal Services.
7. DHS Fiscal Services reconciles Avatar reports and required paper billing claims monthly.
- a.) If there are errors or omissions, the DHS Fiscal Unit contacts the SUPT ASO I who contacts the provider; or, if needed, the identified SUPT Program Coordinator may contact the provider
8. Once all monthly invoices are finalized, DHS Fiscal Services compiles the monthly claim to be submitted to DHCS or other paying entities.
9. Contracted service providers can expect to receive reimbursement by check payment or auto-deposit as coordinated with DHS Fiscal Services.

REFERENCE(S)/ATTACHMENTS:

- DHCS Substance Use Disorder Treatment Services
<https://www.dhcs.ca.gov/provgovpart/Pages/SUD-Treatment-Services>
- ADS Claims Processing Manual, 2019
- DMC Billing Manual, 2019
- Sacramento County SUPT DMC Billing Check List 2020
- Client List Template

RELATED POLICIES:

- No. SUPT-02-09 Provider Overpayments and Recovery

DISTRIBUTION:

Enter X	DL Name	Enter X	DL Name
X	SUPT Administration	X	SUPT Prevention Providers
X	SUPT County Counselors	X	SUPT Adult Treatment Providers
X	SUPT Collaborative Courts	X	SUPT Youth Treatment Providers
X	SUPT System of Care		Advisory Board
X	SUPT Administrative Support Staff		BHS Mental Health Services
X	SUPT Options for Recovery		BHS Quality Management
X	SUPT Proposition 36		

CONTACT INFORMATION:

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