



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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Dear Marin County Contracted Alcohol, Drug & Tobacco Program Providers:

The FY 2009/10 Marin County Division of Alcohol, Drug & Tobacco program (ADTP) Contractor Manual has been developed to serve as a guide to orient you to the Division's various contract renewal and reporting requirements, and provide you with the instructions and forms necessary to properly complete your reports. It is our hope that you will provide this manual to key managers and staff within your organization in order that they can refer to the Contractor Reporting Requirements matrix for the specific due dates, submission format and contact person for each step in the contract and reporting process(es). Division staff are always available to assist you however, *it is the provider's responsibility to ensure that all documents are received by ADTP in the timeframe and format prescribed by the County, as outlined in the Reporting Requirements documents.*

Please note that all Contract Renewal Materials, including Exhibits, are due to the Division of Alcohol, Drug and Tobacco Programs by **July 31, 2009**. It is the expectation that the Exhibits will be correct and final on July 31, 2009, so please ensure that you work with your designated County staff person in advance of the due date to discuss and review Exhibits. **As invoices cannot be developed for incorrect exhibits, payments cannot be processed until the month following the submission of correct and complete Exhibits.**

HIGHLIGHTS OF NEW OR UPDATED POLICIES:

Standardized Unit Rates

The Division is continuing implementation of standardized rates for treatment services across the system (Base, SACPA, Adult Drug Court and BASN), as well as is introducing standardized unit rates for the Secondary Prevention system. The definitions of what constitutes a unit, as well as the expectations for service delivery and documentation, are included in the contractor manual with the Exhibit A instructions, as well as in the resources section of the manual. Allocations are based on providing services utilizing the following rates:

Treatment System (No change from FY 2008/09)

- ❖ Outpatient: Individual Session = \$70.00 per session (minimum of 50 minutes)
- ❖ Outpatient: Group Session = \$32.00 per individual per session (minimum of 90 minutes)
- ❖ IOP/DCH = \$75.00 per slot
- ❖ Residential = \$95.00 per bed day (includes housing)
- ❖ Peri Residential = \$140.00 per bed day (includes housing)
- ❖ Case Management = \$65.00 per staff hour

** The above unit rates are applicable for licensed or AOD certified staff. Lower rates may apply for services that are not being provided by licensed or AOD certified staff.*

Secondary Prevention System (New)

- ❖ Outreach (Code 19) = \$32.00 per staff hour
- ❖ Screening, Referral, Intake (Code 21) = \$45.00 per staff hour
- ❖ Early Intervention (Code 18) = \$45.00 per session/\$70.00 per session for licensed/certified AOD staff

Drug/Medi-Cal

The Governor's proposed revised budget for FY 2009/10 includes a 10% decrease to Drug/Medi-Cal rates. Until there is further direction from the State, in preparing your exhibits, please reflect the 10% decrease from the FY 2008/09 rates (included in section five of the contractor manual).

Monthly Billing Requirements

Similar to what was implemented for the SACPA Program in FY 2006/07 and the Base Treatment System in FY 2008/09, ADTP will now be requiring all agencies providing secondary prevention services to submit a monthly activity reports with their invoices. The sample form is located in Section Four of the contractor manual and will be customized to your agency depending on the service code being provided. An explanation of the documentation requirements are included in the contractor manual with the Exhibit A instructions, as well as in the resources section of the manual. This will allow the Division to ensure that we have clear audit trails, as well as ensure that data is being captured for all intervention and treatment services in the Base system.

Also note that effective July 1, 2009, Marin WITS will serve as the presiding source of data used to confirm expenditures submitted on the monthly invoice and determine reimbursement for treatment services. Information submitted on the monthly invoice that cannot be substantiated in Marin WITS at the time of invoice submission will be disallowed. As such, please ensure that all information is accurate in Marin WITS, including the source of funding.

If agencies would like to correct and resubmit any of the disallowed claims, the following procedures shall be utilized:

- Division staff will notify agencies of the disallowances within a week of receipt of the invoice.
- Agencies will correct the identified error(s) and resubmit the claim(s) on the following month's invoice, which must be received by the Division by the 10th of the month. There will be a designated area on the invoice form (provided by the County) to indicate resubmissions for prior month disallowances.
- If the resubmitted claims are correct and received on time by the County, then the Division will process and pay the claim(s).
- If the Division does not receive corrections for any disallowed claims or if the claims are still not corrected or cannot be substantiated in Marin WITS, then payment on the disallowed claim(s) will not be made.

If you have questions prior to invoice submission, please do not hesitate to contact your program analyst.

Monthly Reimbursement

Similar to the Prevention, SACPA, Adult Drug Court and some Base treatment programs, all services for FY 2009/10 will be reimbursed according to actual units of services provided on the monthly invoices. The Division will no longer be reimbursing on a 1/12 basis.

Exhibit A Submission

For Primary Prevention Providers:

- New Exhibit A Template: Please refer to Section 2 of the contractor manual for instructions on completing the revised Exhibit A template. The template can be found in Section 3 of the contractor manual.

For Substance Abuse Treatment Providers:

- NIATx: As discussed in FY 2008/09, the Division is requiring that all agencies providing substance abuse treatment services complete at least one NIATx change project in FY 2009/10. A description must be included in your Exhibit A. Refer to the Resources section of the contractor manual for additional information about NIATx.
- Program Design: In order to better understand the design and delivery of treatment services, agencies must complete a Program Design document for each modality of service provided. This document will serve as a supplement to the Exhibit A. Please refer to Section 2 of the contractor manual for instructions on completing the Program Design document. The template can be found in Section 3 of the contractor manual.

Strategic Planning Update

Thank you very much for your active involvement in the Strategic Planning process, which kicked-off in March 2009. Implementation is still expected to begin on July 1, 2010. If you have any questions in the meantime about the process and direction, please contact me.

We appreciate the hard work, collaboration and passion that you and your staff continue to offer the residents of Marin.

Sincerely,

D.J. Pierce, OTR, MPA
Division Chief