

Funding and Program Change Requests

July 24, 2013 3:00-4:30pm

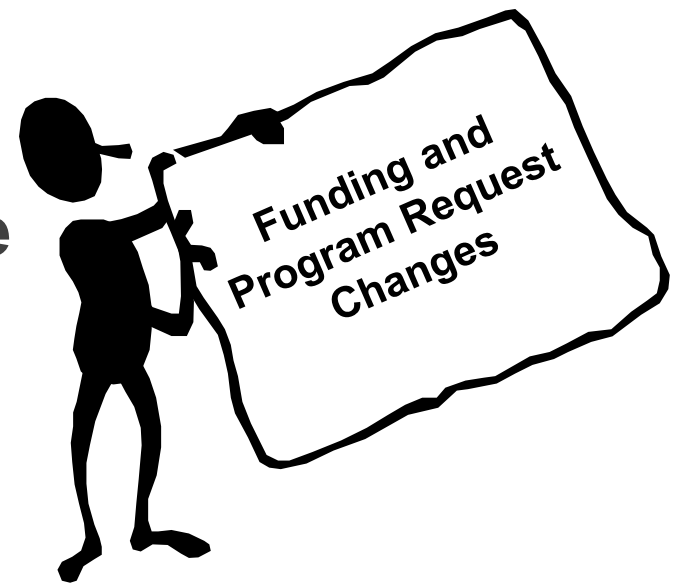
July 25, 2013 1:00-2:30pm

July 26, 2013 10:00-11:30am



AGENDA

- ❖ Purpose
- ❖ Governing Authority
- ❖ When? / Why?
- ❖ The Proposal/Request Package
 - Program Description
 - Fiscal Reports
- ❖ Negotiations
- ❖ Funding Detail
- ❖ Timeline



PURPOSE

- ❖ Provide technical assistance to network providers regarding proposals for change requests to their CFCHS contract
- ❖ CFCHS goal is to meet the needs of the community while purchasing the most effective and efficient system of care possible

Governing Authority

- ❖ 65E-14.021(8), FAC - Budgeting and Accounting for Revenues and Expenditures.
 - *“(a) The contractor shall budget and account for revenues and expenditures in the state-designated cost centers for substance abuse and mental health services and a non-substance abuse and mental health cost center for all other services provided by the contractor.”*
 - *“(c) Revenue shall be accounted for in the cost center where it is generated. If it is not possible to determine the cost center where revenue is generated, the revenue shall be allocated to cost centers pursuant to a written methodology.”*
- ❖ CFCHS Contract Exhibit C - Required Reports
- ❖ <http://www.dcf.state.fl.us/programs/samh/contractingMore.shtml>

When? / Why?

❖ Change in Programming

- Capacity
- Service locations
- LOS (length of stay)
- EBP (evidenced based practices)

❖ Change in Funding Mix

- Between programs (AMH, CMH, ASA, CSA)
- Between activities (Emergency Stabilization, Recovery & Resiliency, Detox, Treatment & Aftercare)

❖ Change in unit rate

Exception:

Change order not needed for adjustments in funding between cost centers within the same Program and Activity.

The Proposal Package

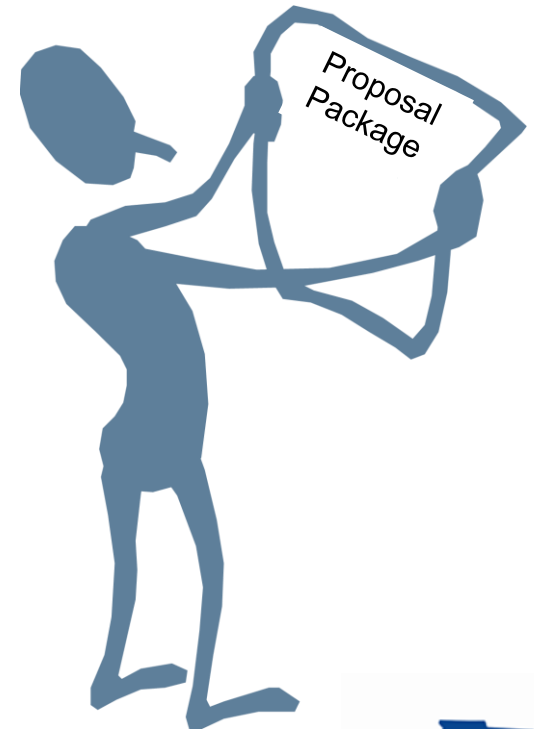
65E-14.021(8)(d)1., FAC

❖ Fiscal Reports

- Personnel Detail Record
- Projected Cost Center Operating and Capital Budget
- Agency Capacity Report

❖ Program Description

- General Information
- Detailed Information
- Service Locations



Fiscal Reports: Personnel Detail Record

65E14-.021(8)(d)1.a., FAC

“This report displays the proposed allocation of staff time and corresponding salary expenses to cost centers by program and reconciles with the salary amounts in the Projected Cost Center Operating and Capital Budget.”

❖ Columns display:

- CFCHS funded cost centers individually
- All other cost centers as a group
- All other programs as a group
- Administrative and support functions separately

❖ Totals are provided for the contractor's organization as a whole

Fiscal Reports: Projected Cost Center Operating & Capital Budget

65E-14.021(8)(d)1.b., FAC

“This report displays projected line-item expenditures for cost centers by program and projected revenues by funding source by cost center for the contractor’s entire budget.”

❖ Columns display:

- CFCHS funded cost centers individually
- All other cost centers as a group
- All other programs as a group
- Administrative and support functions separately

❖ Totals are provided for the contractor’s organization as a whole

Fiscal Reports: Agency Capacity Report

65E-14.021(8)(d)1.c., FAC

“This report displays the contractor’s projected direct service staffing and facility capacity in terms of units of service, total costs, and unit cost rate or rates for each state-designated substance abuse and mental health cost center funded in the contract with [CFCHS]”

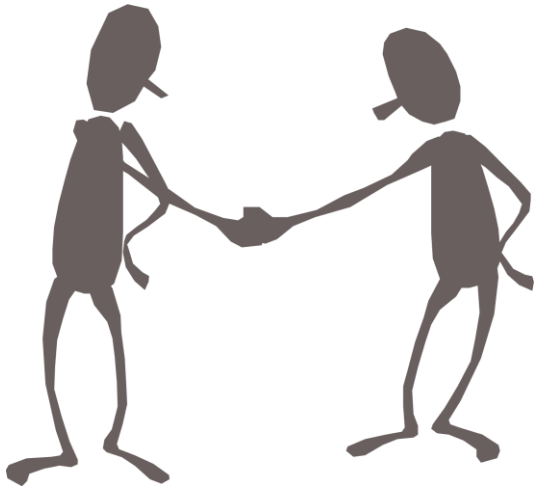
- ❖ FTEs should reconcile to Personnel Detail Record
- ❖ Total Cost should reconcile to Projected Cost Center Operating and Capital Budget
- ❖ Productivity and Utilization Standards: 65E-14.021(9)(a)4., F.A.C.

Program Description

65E-14.021(8)(d)(d)5., FAC

- ❖ Latest template revision: July 2013
- ❖ Advance notification must be given to CFCHS ten (10) calendar days prior to any changes to these elements:
 - Service capacity
 - Service location: physical address, days/hours of operation, cost centers provided at that location
- ❖ Updates must be submitted to CFCHS within ten (10) calendar days of the end of any quarter in which any other change in the Program Description occurs

Negotiations



- ❖ Multi-day process – can occur by telephone, email, and/or face-to-face meeting
 - Contract Manager – lead for fiscal reports
 - System of Care Manager – lead for program description
- ❖ Face-to-face meeting between CFCHS and Provider to agree on final funding/program mix
- ❖ Memorandum of Negotiation

Funding Detail

- ❖ Unit rates must be supported by Agency Capacity Report
- ❖ Must reflect agreements made in negotiations
 - Reconcile to final fiscal reports
 - Reconcile to final program description
- ❖ Becomes part of the contract by reference
- ❖ Must be signed by both CFCHS and Provider to be valid
- ❖ May require modification once CFCHS budget received from DCF

Timeline**

**Process normally begins February for July 1st implementation dates

	Date	Activity
1	7/30/2013	Proposal/Change Request submitted to CFCHS
2	8/5/2013	Negotiation meetings scheduled
3	8/6/2013 – 8/16/2013	CFCHS reviews, provides T.A., and requests corrections if needed
4	8/6/2013 – 8/16/2013	Telephonic/email negotiations may occur prior to face-to-face meeting
5	8/19/2013 – 8/28/2013	Funding/Program mix finalized during face-to-face meeting
6	8/29/2013 – 9/4/2013	<ul style="list-style-type: none">• CFCHS Contract Manager prepares amendment• Provider prepares final reports and funding detail
7	9/5/2013 – 9/6/2013	Amendment executed

QUESTIONS



CONTACT INFORMATION

**FOR ANY FURTHER QUESTIONS PLEASE CONTACT
YOUR CONTRACT MANAGER**

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SURVEY

Please participate in a brief survey
following the webinar.

Follow the link below:

<https://www.surveymonkey.com/s/ChangeRequests>