

## ADDITIONAL INSTRUCTIONS FOR COVID INVOICE REPORTING:

TYPE OF EXPENSES OR SCENARIOS	<b>HOW TO REPORT ON INVOICES</b> <i>(Budget lines will stay the same, but can be exceeded without AAR for <u>COVID related expenses</u> only and must stay within the contract maximum)</i>
<p>All staff salaries and benefits, inclusive of those teleworking.</p> <ul style="list-style-type: none"> <li>• This includes staff sick or vacation leave up to their available balance.               <ul style="list-style-type: none"> <li>○ Sick or vacation time in excess of balance will not be invoiced to the County</li> <li>○ If opted by organization to pay even when leave balances are exhausted, encouraged to track these expenditures for future reference but may not invoice these expenditures</li> </ul> </li> </ul>	<p><b>Report these in the regular cost centers</b></p>
<p>Staff attending COVID-19 training, transportation, or administration of COVID related activities</p>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• Create a new line on Schedule I (MH &amp; SUD programs) under:               <ul style="list-style-type: none"> <li>○ Other: COVID: Staff S&amp;B COVID related costs</li> </ul> </li> <li>• For SUD programs, create and report these costs in this new line under a new cost Center: COVID on Schedule IIA, Schedule IIB and the Summary page</li> <li>• For MH programs, create and report these costs under a new cost center: COVID on MH Year End Summary Report</li> </ul>
<p>Additional costs incurred due to COVID:</p> <ul style="list-style-type: none"> <li>• Extra cleaning crews</li> <li>• PPE (masks, gloves)</li> <li>• Cleaning products</li> <li>• Toiletries/hygiene kits for clients</li> </ul>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• Create a new line on Schedule I (MH &amp; SUD programs) under:               <ul style="list-style-type: none"> <li>○ Other: COVID Supplies</li> </ul> </li> <li>• For SUD programs, create and report these costs in this new line under a new cost Center: COVID on Schedule IIA, Schedule IIB and the Summary page</li> <li>• For MH programs, create a new cost center: COVID on MH Year End Summary Report</li> </ul>
<p>Additional furniture for workspace adjustments to comply with social distancing</p>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• Create a new line on Schedule I (MH &amp; SUD programs) under:               <ul style="list-style-type: none"> <li>○ Other: COVID Furnitures</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• For SUD programs, create and report these costs in this new line under a new cost Center: COVID on Schedule IIA, Schedule IIB and the Summary page</li> <li>• For MH programs, create and report these costs under a new cost center: COVID on MH Year End Summary Report</li> </ul>
<p>Computers, MiFis, hotspots, IPADS, or any loaner technology for clients and for staff teleworking or providing telehealth services</p> <ul style="list-style-type: none"> <li>• Programs will need to establish policies, procedures and fiscal controls for telehealth equipment that is used for client use</li> <li>• Providers to inform CORs about the specifics (quantity of computers purchased and efforts to leverage community resources)</li> <li>• Policies and controls required for returning of equipment post-COVID</li> <li>• Fiscal tracking needed to be implemented</li> </ul>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• Create a new line on Schedule I (MH &amp; SUD programs) under:               <ul style="list-style-type: none"> <li>○ Other: COVID Minor Equipment</li> </ul> </li> <li>• For SUD programs:               <ul style="list-style-type: none"> <li>○ If the program is providing direct client services and costs are used to provide services related to SOW that generates billable DMC services, report and allocate these costs in this new line under regular cost centers on Schedule IIA, IIB and Summary Page</li> <li>○ If the program is not providing direct client billable services, create and report this new line in a new cost center: COVID on Schedule IIA, Schedule IIB and the Summary page</li> </ul> </li> <li>• For MH programs at year-end:               <ul style="list-style-type: none"> <li>○ If the program is providing direct client services and costs are used to provide services related to SOW that generates billable SDMC services, report and allocate these costs under regular cost centers on the MH Year-End Summary Report</li> <li>○ If the program is not providing direct client billable services, create a new cost center: COVID on MH Year End Summary Report</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>• Emergency Flex Funds (includes Rental, food, utilities and other emergency needs) <i>During COVID date range only (effective until further notice):</i> <ul style="list-style-type: none"> <li>○ Requires COR pre-approval and will be evaluated on a case-by-case basis</li> <li>○ COR pre-approval shall be via email</li> <li>○ Request will be to shift from treatment budget to Emergency Flex Funds without exceeding contract max</li> <li>○ Cost charged are limited to all or portion of assistance provided as a direct result/impacted by COVID-19</li> </ul> </li> </ul>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• Create a new line on Schedule I under: <ul style="list-style-type: none"> <li>○ Other: COVID Emergency Flex Funds</li> </ul> </li> <li>• Fill out the COVID Emergency Flexible Funds Report. This is a separate report from the regular Flex Funds Report.</li> <li>• For SUD programs, create and report these costs in this new line under a new cost Center: COVID on Schedule IIA, Schedule IIB and the Summary page</li> <li>• For MH programs, create a new cost center: COVID on MH Year End Summary Report</li> </ul>
<ul style="list-style-type: none"> <li>• SUD Programs Only: <b>Recovery Residence (RR)</b> <i>During COVID date range only (effective until further notice):</i> <ul style="list-style-type: none"> <li>○ Obtain COR pre-approval for any additional RR related to COVID</li> <li>○ COR approval shall be via email</li> <li>○ Waive \$40/day maximum</li> <li>○ Request will be to shift from treatment budget to RR</li> <li>○ Costs charged to COVID RR are limited to all or a portion of individual bed days payment when utilization is a result of or has been directly impacted by COVID-19</li> <li>○ Must be used for adherence to public health orders and COVID-related limitations on housing, employment and other sufficiency resource</li> </ul> </li> </ul>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• Create a new line on Schedule I under: <ul style="list-style-type: none"> <li>○ Other: COVID-19 Recovery Residence</li> </ul> </li> <li>• Create and report these costs in this new line under a new cost Center: COVID-19 Recovery Residence on Schedule IIA, Schedule IIB and the Summary page</li> <li>• Include any associated COVID RR indirect cost under the COVID-19 Recovery Residence cost center</li> <li>• See new RR Tracking. Please add (copy/paste) the new column (Column AQ) to reflect COVID related RR clients/costs</li> </ul>

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<p>SUD Programs Only: <b>DMC ODS Reimbursement Production Plan</b>  <i>During COVID date range only (effective until further notice):</i></p> <ul style="list-style-type: none"> <li>• Implementation of disallowance currently waived</li> <li>• Previous disallowance can be claimed due to inability to catch-up due to COVID</li> </ul>	<p>On invoice:</p> <ul style="list-style-type: none"> <li>• For new disallowance: Continue to fill out the form but do not enter any disallowance to the SUD Invoice Summary tab</li> <li>• For previous disallowance, enter a positive claim on the Summary to claim prior months' disallowance.</li> </ul>