

Information Sharing

Recovery Residence Tracking Log to Support Invoices – BHS-2019-007

June 28, 2019

Drug Medi-Cal Organized Delivery System (DMC-ODS) Providers:

This Information Sharing will provide specific instructions for supporting documentation for Recovery Residence (RR) expenditures submitted on invoices. Opioid Treatment Providers (OTPs) will not be impacted by this notice.

The County of San Diego Behavioral Health Services (BHS) Department would like to reiterate the expectation that BHS service providers collect and retain documentation to support expenditures submitted on invoices for Recovery Residences. This includes, but is not limited to, receipts, client data, and other information on which expenditures claimed in invoices are based. This information may be requested by Contracting Officer Representatives (CORs) during the invoice approval process to support any expenditures claimed, or by the In-Depth Invoice Review (IIR) Unit, Agency Contract Support (ACS), State auditors and/or other entities during reviews and/or audits conducted.

FY 2019-2020 – New Supporting Documentation Requirement 7/1/19

As of July 1, 2019, BHS service providers who have expenditures related to Recovery Residences are required to submit supporting documentation when submitting their invoices to BHS for payment, as follows:

- During the first week of July, BHS providers will receive an email that includes the *FY 2019-20 Invoice Template* (Excel) and a new *Recovery Residence Tracking Log* (Excel).
- The *Recovery Residence Tracking Log* must be completed by providers invoicing for Recovery Residence and submitted with the invoice to BHS.
- The *Recovery Residence Tracking Log* should align with and support all Recovery Residence related expenditures claimed on the invoice in order to be paid.

Please contact your Contracting Officer Representative (COR) for any questions about this Information Sharing.

For all other inquiries or comments, email Info-DMC-ODS.HHSA@sdcounty.ca.gov.