

# Information Sharing

Drug Medi-Cal Organized Delivery System (DMC-ODS) – Twice-a-Month Invoice Process – BHS 2018-008

July 2, 2018

## **DMC-ODS Providers:**

This Information Sharing notice is to provide guidance on the invoice process for all Substance Use Disorder contracts under DMC-ODS.

## **Temporary Option for Invoices**

For the months of July, August, and September 2018, you have the option of submitting two invoices per month for cash flow purposes, subject to the following guidelines:

### **Start-Up**

Providers have the option to submit high start-up costs separately once incurred. If you have submitted one quote during the budget process, please remember to submit the additional quotes as required together with the invoice. Please note that two quotes are required for expenses \$1,000-\$2,500 per expenditure category and three quotes for expenses greater than \$2,500. Invoices are expected to reflect the lowest quote. If there are any exceptions, please contact your Contracting Officer's Representative (COR).

### **Regular Invoices**

- Costs invoiced must be incurred. No advance payments are allowed.
- To comply with rate cap structure, non-start-up invoices must include both actual costs and units of service data.
  - For mid-month submission, please run a Units of Service report from SanWITS and submit together with the mid-month invoice.
  - For the end-of-the-month invoice, please use the posted report from SanWITS.
  - Further direction on how to access these SanWITS reports is forthcoming.
- Date the invoice on the day it is submitted.
  - All invoices are subject to the "net-30 days" term of your contract.

Please contact your COR if you have any questions or need clarification regarding this Information Sharing.

All other questions or comments, please email us at [Info-DMC-ODS.HHSA@sdcounty.ca.gov](mailto:Info-DMC-ODS.HHSA@sdcounty.ca.gov).