SUDQM – New Reporting Requirement FY20-21

SELF-IDENTIFIED DISALLOWANCES – TIP SHEET

WHO MUST REPORT
- All providers in the SUD System of Care

WHY REPORTING IS REQUIRED
- DHCS requires timely reporting of overpayments in writing with reason for overpayment within 60 calendar days after the overpayment was identified.

WHAT IS THE PROCESS
1. QM Analyst will contact providers by the 15th of each month with the tool.
2. Each provider is required to either fill out the tool with services disallowed or to notify the QM Analyst that no services were disallowed during that time period.
3. Return the tool to the analyst by the 30th of each month with any communication with the BHS Billing Unit if payment recovery was needed.
4. QM Analyst review disallowed services in SanWITS and will communicate with the BHS Billing Unit to confirm disallowances took place.

HOW TO LOCATE THE TOOL
1. QM Analyst will send it out monthly.
   Or
2. Optum website (available after October 1, 2020).

WHAT THE TOOL CONSISTS OF
- The reporting tool is an updated billing summary tool that consists of 5 tabs:
    - Tab 1 – instructions, program information, disallowance reason codes, attestation
    - Tab 2 – outpatient services
    - Tab 3 – residential services
    - Tab 4 – withdrawal management services
    - Tab 5 – OTP services

HOW TO COMPLETE
1. Complete tab 1 with program information.
2. Identify correct the tab (2-5) for reporting.
3. Complete the Disallowed Services section of the tool by listing each service disallowed with all required elements.
4. Complete the Corrective Action Type section of the tool by listing the corresponding action for each disallowed service.
5. Return to QM Analyst with any communication with the BHS Billing Unit for corrective action involving repayment forms, before the due date.

HOW TO SUBMIT
1. Email the tool to QM Analyst
2. Must be submitted by the 30th of every month
3. Encryption is not required as the client number (UCN) is not considered PHI.

TIPS
- Self-identified disallowances are services identified by programs staff outside of a BHS or DHCS audit.
- The tool should be completed and returned in Excel format. Other formats will be returned.
- Incomplete tools will be returned.
- Copy the QM Analyst to any communication with the BHS Billing Unit for corrective action that results in repayment.

QUESTIONS
- Email QM Analyst
- Email QIMatters.HHSA@sdcounty.ca.gov