

LOS ANGELES COUNTY
DEPARTMENT OF MENTAL HEALTH

FY 2022-23
FINAL SHIFT REQUEST TRAINING

Presented by:
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LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH
hope. recovery. wellbeing.



Housekeeping and Opening Remarks

- Welcome to the training
- Microphones are muted
- Q&A at the end of training as time permits (submit questions in chat during the presentation)
- This session is being recorded. The recording and PowerPoint will be posted in the DMH Cost Report webpage:

<https://dmh.lacounty.gov/for-providers/administrative-tools/cost-report-training-materials/>



Training Objectives

- Demonstrate how to complete Cost Report Worksheet
- Review purpose of the Final Shift Request
- Provide definitions and guidance for the allowability of shifts
- Demonstrate how to complete Final Shift Request Form
- Provide submission instructions and due dates
- Answer questions



Prerequisites

Complete FY 2022-23 Cost Report Worksheet:

1. Trial Balance to allocate Allowable Costs allocate to each Mode/SFC
2. Specialty Mental Health Services Units of Service
 - 701U-P Units of Service Claim Report with rpt_FinClaimList
 - LE Internal Records, such as eHR, Billing Log etc.
3. Direct Charges claimed by LE



Prerequisites, Cont.

1. Trial Balance with mental health expenditure allocation;
2. Analysis of Units of Service Report;
 - Latest 701U-P Units of Service Claim Report, rpt_FinClaimList and Pivot Table will be saved under FSB Settlement Section Folder inside each LE EFT folder;
 - Use internal records; however, we recommend to update based on rpt_FinClaimList Pivot Table. The embedded **codes** flow through to calculate funded program costs;
3. Direct Charge (Manual Invoices)



Cost Report Worksheet

- FY 2022-23 cost report template not yet received from California Department of Health Care Service (DHCS);
- County developed the Cost Report Worksheet based on DHCS Info Notices and Aid Codes Master Chart for final shift request purpose;
- Cost Report Worksheet can be used to prepare FY 2022-23 Annual Cost Report file. Costs and billable units can be updated during the Annual Cost Report process;
- However, final shift request **can not be updated** when the Annual Cost Report file is prepared.



Cost Report Worksheet, Cont.

Equivalent to State Schedules

1. **Info:**
Preparer Name, LE# and Name
2. **Sch A:**
Published Charge for MC Eligible Services
3. **Sch B:**
Settlement Type, Mode and SFC. Total UOS, MC units and revenues by subprogram will be populated from LAC 102_Wkst.
4. **Sch C:**
Cost Allocation Method, Eligible Direct Cost, Directly Allocated by M/SFC, or Relative Value
5. **1961:**
Adjustment for Medi-Cal Cost
6. **1962:**
Adjustment for others
7. **1969_Inst** and **1969 (Optional)** for Lower of Costs or Charges Exemption for qualifying nominal provider if settlement type is Published Charge.



Cost Report Worksheet, Cont.

County Schedules

1. LAC 101

A. Non Hospital Costs

- Distribution of Total Cost
- Allocation of Admin Costs
- SD/MC Adjustment
- Other Adjustment to Cost

B. Hospital Costs, if applicable

2. LAC 102_Wkst

- Copy and paste data elements by value from rpt_FinClaimList Summary
- Add additional lines for additional Mode/SFC as needed
- Reclass SFC and adjust Units as needed
- Report 3rd party revenue

3. LAC 102_Funded Program – Auto-populated from the LAC102_Wkst

4. LAC 103 – Report 3rd party revenue by type

5. 9A – Direct Cost Mode 60 SFC 70-78

6. Final Shift Worksheet – Auto-populated from the LAC 102_Wkst and contract Financial Summary



Cost Report Worksheet Walk Through

Cost Report Worksheet

Final Shift Request Training



Purpose of Final Shift Request

1. The Final Shift Request allows shifting and/or increase of funds on the Legal Entity (LE) Contract to maximize the use of Federal and State funding for Medi-Cal services and to align the LE Contract amount to eligible costs for reimbursement.
2. The Final Shift is not meant to allow the submission of additional claims, i.e., growing a program without the appropriate planning/implementation and DMH approval.



Definitions

Funded Program

- A Funded Program is a set of services paid through a particular funding source for the benefit of a specific beneficiary (i.e., MHSA FSP Medi-Cal, MHSA FSP Non Medi-Cal)
- The Funded Program Amount is the basis for the provisional payment to the Contractor per Paragraph E of the Financial Exhibit A of LAC-DMH LE Contract.
- A Funded Program is made up of one or more Subprograms.



Definitions, Cont.

Subprogram

- A Subprogram is a set of services for a specific purpose (i.e., EPSDT Medi-Cal, Non-EPSDT Medi-Cal, MCHIP, Medicaid Expansion, etc.)
- The Subprogram Amounts are allocated and/or awarded based on the Contractor's areas of expertise and their ability to provide specific services and/or serve specific populations.
- The Subprogram Amounts are used to monitor the provision of mental health services within the Funded Program and are not used at cost settlement.



What Shifts are Allowable and Not Allowable?

- Shifts between Categorically Funded Programs are generally not allowable.
- Shifts of unused local funds within the same Categorically Funded Program are generally allowable (i.e., between Post-Release Community Supervision-CRP MC and Post-Release Community Supervision-CRP Non-MC).
- Money can not be shifted to or from SFC-DCFS MAT Non-MC; however, local funds, if available, can be shifted between SFC MAT MC, SFC Enhanced MHS MC, and SFC Wraparound MC.
- Unused local funds can be shifted between SFC Wraparound Non-MC and SFC Wraparound Invoice only.
- Please note that final shifts are requested at the Funded Program level.

▶▶ What Shifts are Allowable and Not Allowable? Cont.

- Unused local funds can generally be shifted between Realignment Funded Programs (i.e., DMH MHS and DMH IMD Step-Down).
- Unused local funds between MHSA Funded Programs are generally allowable with some exceptions (i.e., MHSA PEI). Generally, shifts between programs within the same MHSA Plan (i.e., CSS Plan) are allowable.
- Note that shifts to/from MHSA FSP require additional review and approval from FSP Program.
- Shifts to Invoice require justification. Invoice is a direct cost, not dependent on provisional rate being off.

▶▶ What Shifts are Allowable and Not Allowable? In General....

Type of Funds	Invoice (except for Start Up or Incentive)	Shift From/ to	Non Medi-Cal	Shift From/ to	Local Match	Impact on Maximum Funded Program Amount (MFPA)
Categorical Funds (ex. Post-Release Comm Supervision-Comm Reintegration Program)	Invoice	➔	Non MC	↔	Local Match	Shifted fund between Non MC and Match will be adjusted to MFPA accordingly For MC Services: Shifted LM will be used (1) to draw down additional FFP and pass-through dollars and (2) to increase MFPA for MC services
SFC Categorical Fund SFC Wraparound	Invoice	➔	Wraparound Non MC			
SFC Categorical Funds (SFC MAT, SFC Enh. MHS, SFC Wraparound)					SFC MAT SFC→ ← Enh. MHS → ← SFC Wraparound	
Realignment Funds (shift between DMH MHS and DMH IMD Stepdown)	Invoice	➔	Non MC	↔	Local Match	If MC Gross subprograms have funding shortage but with sufficient LM, increase in MFPA may be requested.
MHSA PEI Plan Fund	Invoice	➔	Non MC	↔	Local Match	
MHSA CSS Plans Fund (shift between FSP*, OCS, ACS, HSS, and POE) * FSP is subject for program approval	Invoice	➔	Non MC	↔	Local Match	



How to Complete the Final Shift Request Form

- Cost Report Worksheet – Final Shift Request Worksheet
- Final Shift Request Form



Key Dates

- **October 16, 2023** - Cost Report Worksheet and Final Shift Request Form for training purposes will be posted in the DMH Cost Report webpage
- **October 18, 2023** - Individual LE Cost Report Worksheet, Final Shift Request Form, and Unit of Service reports will be made available via email or EFT folder
- **November 17, 2023** - Deadline to submit Cost Report Worksheet
- **December 6, 2023** - Deadline to submit Final Shift Request Form

Send to CostReportMailbox@dmh.lacounty.gov



Financial Services Bureau Review

What's next?

- Acknowledgement email will be sent upon receipt of your email, if you do not receive one – please follow up;
- Settlement analyst will notify Contactors via email of any concerns and/or request for corrections;
- Corrections need to be submitted as soon as possible (may delay the amendment execution);
- Final corrections must be signed and dated.



Some Updates

FSB Update

- Final Shift Request tasks are now assigned to Settlement Section;
- To provide prompt response and avoid delay in the process, send emails to CostReportMailbox@dmh.lacounty.gov;
- Your LE assigned analyst will email your Cost Report Worksheet on October 18, 2023. Extract rpt_FinClaimList will be saved under FSB Settlement Section Folder inside each LE EFT folder

Cost Report Update

The Cost Report Training will be scheduled after the receipt of State's FY 2022-23 Cost Report template.



Question and Answer

Please use the raise your hand feature and we will allow you to unmute your microphone, or you may type your question in the chat box.

Please send your questions to CostReportMailbox@dmh.lacounty.gov if you have additional questions after this training.

THANK YOU



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