

LOS ANGELES COUNTY
DEPARTMENT OF MENTAL HEALTH

FY 2024-25
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
- ❖ This session is being recorded. The recording and PowerPoint will be available by request.



► Training Objectives

- ❖ 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



Final Shift Request Training





Purpose of Final Shift Request

To the extent allowable, the Final Shift Request may support shifting of funds on the Legal Entity (LE) Contract to maximize the use of Federal and State funding, and other revenues, and to align Financial Summary funded program amounts with actual, eligible services.

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 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.

► Reference Document Needed

Document	Source	Purpose
Financial Summary	Contract/Amendment – Contract Administrator listed in the contract, Exhibit B	Maximum Funded Program Allocation
Payment Report	Provider Reimbursement Section – ylula@dmh.lacounty.gov	YTD Payment
Claim Report	<p>701UP Claim Units Report, FinClaimList - from SIFT (EFT) folder</p> <p>*Any questions related to claim status, contact CBO via https://lacdmhheat.saasit.com/ or email CBO@dmh.lacounty.gov</p> <p>CIOB Help Desk: (213) 351-1335</p> <p>LE Internal Billing Record (Direct Charge)</p> <p>*Any unbilled claims must be submitted within the timeline set forth by your DMH contract or bulletins.</p>	Projected YTD Services



What Shifts are Allowable and Not Allowable?

Categorically Fund

Shifts between Categorically Funded Programs are generally not allowed.

Realignment Fund

Unspent funds can generally be shifted between Realignment Funded Programs (i.e., DMH MHS and DMH IMD Step-Down) or other funded programs.

MHSA Fund (CSS)

Unspent funds between MHSA Funded Programs are generally allowed within CSS.

MHSA Fund (PEI)

Final Shift is allowed between MC and non-MC within the PEI only.

Invoices

Generally shifting in or out from Invoices is not allowed.

CO 96 Denials with MA 43

Same shift rules will be applied if Unspent funds are available or to be allowed add non MC funding if applicable.

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

Type of Funds	Shift Allowable?
Categorical Funds – Not allowed to shift (DCFS already stop accept any claims) Family Preservation Program MC and Non MC; SFC DCFS MAT, SFC MAT MC and Non MC, SFC Enhanced MHS MC and Non MC, TFC MC and TFC Non-MC; CalWORKs, GROW, SAMHSA;	No
Categorical Funds – Allowed to shift (only between same program for MC and Non MC) Juvenile Justice Program (JJCPA – MST) between Non-MC, MC ; Post-Release Community Supervision-Community Reintegration Prog between MC, Non-MC	Yes
Realignment Funds shift between DMH MHS and DMH IMD Stepdown, underutilized amount can be shift to other fund programs	Yes
MHSA PEI Plan Fund Shift only within PEI Non MC and MC	Yes
MHSA CSS Plans Fund Shift between FSP, ACS, OCS, HSSP Medi-Cal and Non MC Shift from CSS to PEI may be allowed	Yes

► CO 96 Denials Due to Immigration Status (MA 43 only)

Special Conditions for adding Non MC fund

1. CO96 Denials due to immigration status (**MA43 only**): LE may submit final shift request to add Non-MC; however, approval is subject to County verification and meet the following requirements:
 - A. Claimed amount must match or within County CBO CO96-MA43 denials report.
 - B. If within the FY, LE should work with CMMRD to allocate Non-MC funding in their contract thru contract amendment.
 - C. If FY-end, LE may request to add Non Medi-Cal realignment fund thru Final Shift process.
 - D. Denied claims due to CO96-MA43 must be re-submitted and approved by County Data Reporting System. For categorically funded programs, claims must be re-submitted as DMH MHS Non-MC. For MHSA programs, claims must be re-submitted as the original funded program but under Non-MC.
2. LE need to work with CBO to submit denied claims and make sure submission within the timeline set forth by your DMH contract or CBO bulletins.

► Friendly Reminder...

LE should check FinClaimList report regularly to monitor MC approval or denial status vs. payment received.

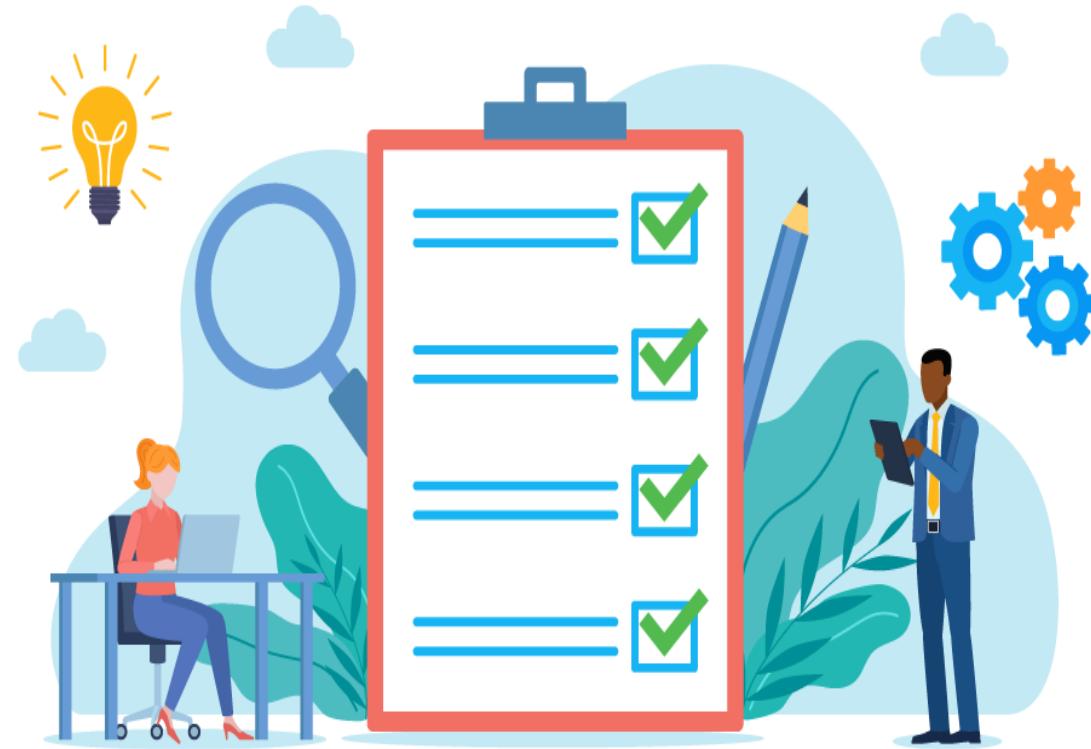
All Medi-Cal denied UOS should be corrected and re-submit to the County system within allowed timeline to avoid recoupment.

Denied MC claims will NOT be paid by Non-MC fund unless corrected and resubmitted as Non-MC, when appropriate.



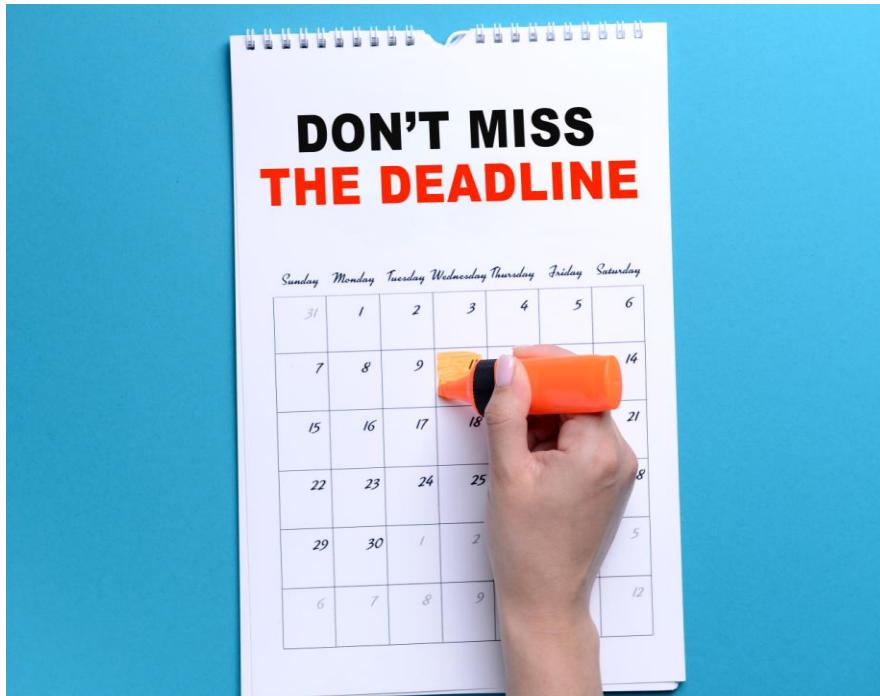
How to Complete the Final Shift Request Form

Final Shift Request Form





Due Date



- ❖ Final Shift Request is due to County by **September 30, 2025.**
- ❖ Final Shift Request is to be sent to Settlement analyst via email, or CostReportMailbox@dmh.lacounty.gov
- ❖ Your LE assigned analyst will email your Final Shift Request Form after this training.
- ❖ If LE has UOS billing issue due to funding limits, you can submit asap, and we will prioritize processing.



What's next?

1

An acknowledgement email will be sent upon receipt of your Final Shift Request Form. If you do not receive an acknowledgement, please follow up. Your agency's assigned analyst will then review the shift request.

2

Settlement analyst will notify Contractor via email of any concerns and/or request for corrections if necessary. Final corrections must be signed and dated.

3

The Final Shift Request forms will be consolidated in batches and submitted to Budget for approval. After Budget approval, Contract Development & Administration Division (CDAD) will prepare the contract amendment.

4

Once the contract amendment is executed, CDAD will update the IBHIS system with the new Funded Program Amount (FPA). After the update, providers can submit claims under the corresponding programs.

►► Question about Increasing MCA

Question	Answer
If I have non-submitted claims with estimated amount over the funded program in the Financial summary, can I request to add fund instead of shifting?	No. The Final Shift is not meant to allow the submission of additional claims and appropriate planning should be done during the Fiscal Year.
If I have CO96-MA43 denied claims and met all the requirements, and no other fund can be shifted, can I request to add Non-MC fund to increase MCA?	Yes. Settlement analysts will verify your requested amount against the CBO report and analyze your funding allocation to determine whether additional Non-MC funds are needed or if a shift can cover the denied claims.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training Q & A from Registration for CO96_MA43 Immigration Denials

How to address CO-96 MA43 denials?

- Please reference FinClaimList - from SIFT (EFT) folder or contact CBO for denials report.

Will we receive additional Non MC funding if we didn't receive enough to cover services to Clients with the Alien Code?

- Yes, LE may request to add Non Medi-Cal realignment funding through the Final Shift process only if no existing Non Medi-Cal funded program allocation is available.
- Please note, any unbilled, pending, denied, or delayed claims must be submitted to and approved by the County Data Reporting System as required in the contract or relevant County Bulletin.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for MHSA Funded Program Shifts

Are we allowed to shift from MHSA Outpatient Care Services MC to cover the over utilization of MHSA PEI MC? or from DMH Mental Health Services MC to cover the over utilization of MHSA PEI MC? If not, what is the other alternative?

Yes, unspent MHSA OCS MC can be shifted to MHSA PEI MC.

Shift from DMH MHS MC/Non-MC to MHSA PEI MC/Non-MC is not allowed.

Final shift is not the process to request or add more funds.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for MHSA Funded Program Shifts

Is it ok to shift unspent MHSA Fund within MHSA programs;

Shift between MC and Non-MC for FSP, OCS, PEI = YES

Shift Between MHSA CSS programs, ex. FSP to OCS or vice versa = YES

Shift from MHSA CSS programs (MC and Non MC) to PEI (MC and Non MC) = YES

MHSA PEI MC and Non-MC to other funded programs = NO

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for MHSA Funded Program Shifts

We would like to shift some of our recently awarded additional funding from our MHSA Outpatient Care Services Non Medi-Cal funded program to our MHSA Outpatient Care Services Invoice funded program line item.

Generally shifting in or out from Invoices is not allowed. However, an exception may be allowed if available allocations are confirmed by both the LE and the DMH Program office.

During the year-end closing period, DMH requests that all Legal Entities (LE) confirm whether any projected invoices may exceed the Final Projected Amount (FPA). If your agency has already confirmed that invoices will exceed the Maximum Contract Amount (MCA), DMH may allow a shift request from Non Medi-Cal to cover the invoice.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for MHSA Funded Program Shifts

Can we use Startup Fund Invoice or Incentive Invoice to Non-MC funded program.

No. Shifting of Startup Fund Invoice and Incentive Invoice are not allowed.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for Allowable shifting between funded programs

Can you please clearly explain the mapping of buckets that have flexibility to shift from?

Please refer to previous slides.

Can we shift funds from any pool/program/insurance type or are there restrictions?

To respond your question, we need more specific information.

Will we be able to do shifts again next year?

Final Shift for future fiscal year is currently under discussion due to BHSA.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for Allowable shifting between funded programs

Is there a spreadsheet that shows where we can move certain funds into? For example, can we shift funds from CGF into MHSA?

Yes. Final shift request form will be provided and will show the available funds for shift with the approval cut off date of 8/11/2025.

No, You can not request shifting from CGF to MHSA Fund.

Are there any additional procedures to shift funds from FSP MC to OCS MC?

MHSA FSP MC may be allowed to shifted to MHSA OCS MC without increase MCA.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for Other Topics

When will the shift be approved after submission? We have a few months of batches that are pending billing.

Once we have completed our review, the request will then be approved by both the Contracts Division and the Budget Division. If LE has UOS billing issue due to funding limitations, you can submit asap, and we will prioritize processing.

How to link internal data to the shift report?

The Shift Request form, which your analyst will send after the training, will include the MCA allocation by Funded Programs and the YTD payment amount. Your agency is responsible for determining the projected amount using either the FinClaimList from SIFT (EFT) folder or your internal claim record.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for Other Topics

Will you provide a quick recap of the important information provided in the previous trainings leading up to the final shift?

The Final Shift Request may support shifting of funds on the Legal Entity (LE) Contract to maximize the use of Federal and State funding, and other revenues, and to align Financial Summary funded program amounts with actual, eligible services.

Final shift rules are different by each fiscal year.

►► Questions from Training Registration Form

FY 2024-25 Final Shift Training – Q & A from Registration for Other Topics

How do we reflect claims being held due to funding source being fully utilized? Do we claim those services to the funding we are planning to shift from or claim them and allow them to deny for CO222, and then shift funds?

Your agency should request contract amendment first if claims exceed FPA, before the final shift.

► Additional Q & A

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

Or my email
ytang@dmh.lacounty.gov

if you have additional questions after this training.



THANK YOU

