North Bay Regional Center

Billing Training for CMS/HCBS Compliance Projects and CPP Projects

20/21 Grant Cycle

Introductions

- Name
- ► Title and/or Role
- Agency & Type of Service Provided
- ► HCBS or CPP grant recipient



Agenda

- ► Home and Community-Based Services (HCBS)
- Community Placement Plan (CPP)
- ► Grant Expectations: timeliness and documentation
- ▶ Budget Categories
- ▶ Billing and Payment Cycle
- ► How to submit billing reimbursement requests
- ► Required Supplemental Documentation & Samples
- ▶ Budget Revisions

Home and Community-Based Services

Purpose of the HCBS Compliance Grant:

To assist providers to modify current services to align with HCBS "Final Rule" Regulations and to transition services to increase compliance.

HCBS

- Services must be provided in integrated, non-isolated settings.
- Defined based on an <u>individual's experience and outcomes</u> in the setting, not just its location, geography, or physical characteristics
- Ensure individuals receiving services have full access to the benefits of community living.
- Meaningful community integration
 - The most integrated setting does not just mean in the community; rather, it means to be an integral part of their community based on choices and desires

Community Placement Plan (CPP)/ CRDP

- Community Placement Plan (CPP) and Community Resource Development Plan (CRDP) allow regional centers to enhance the capacity of the community service delivery system and reduce the reliance on the use of developmental center and other restrictive living environments.
- ▶ Regional centers can also use CPP and CRDP funds to develop safe, affordable, and sustainable homes as a residential option. CPP and CRDP funds create permanent housing through the "Buy It Once" model where a housing developer organization (HDO) owns the property for the restricted use by regional center consumers
- ► CRDP- Annually NBRC gathers input from community stakeholders on what services should be developed in the upcoming year(s). Based on survey results, NBRC's Resource Development Team identifies new service priorities which are then go on an RFP.

Grant Spending Expectations

- Stay within your approved award amounts
- Funds must be spent only on approved items.
 - Per DDS approved concepts and NBRC contract budget
- Refer to your contract for milestone reporting and billing/payment timelines
 - Milestones due date reference document
- Submit the necessary progress reports in order to monitor utilization of funds
- ▶ ALL funds must be spent by January 31^{st,} 2023.

Grant Spending Expectations

- Please communicate with NBRC grant liaison promptly regarding any questions or concerns.
 - Challenges and/or barriers that are interfering w/ progress towards milestones
 - Resources that can be shared with the 20/21 grant cohort (e.g. PCT trainings, etc.)
 - Success stories are welcome.
- Awarded funds will **not** cover all project expenses.
- ► All grant disbursements are **paid in arrears** (reimbursement)
- ▶ All requests for budget revisions must be **prior** approved by NBRC.

Grant Spending Expectations

Input from individuals served is required throughout the project—integral to development, implementation, and ongoing monitoring.



Budget Categories

- Personnel: salary/wages & benefits
 - Overtime is not allowable
 - Cannot fund consumer wages for current program participants
- Operating Expenses
 - Per CalHR designated rates (Reference Document)
 - √ http://www.calhr.ca.gov/employees/Pages/travel-personalvehicle.aspx
 - Out-of-state travel is not allowable
- Capital Costs
- Administrative Expenses/Indirect Costs
 - Per Lanterman Act (Reference Document)

Category Examples

- ► Furnishings/Equipment based on residents' needs
- Office supplies (related to maintaining and securing client information)
- Household items
- ► Landscape (related to needs of residents)
- Consultant fees
- Staff Training (that is specialized and relevant to the targeted client population)
- ▶ Travel
- ► Transition
- Program supplies (for clients use)
- ▶ Van lease deposit OR Van Lift Conversion

Facility Modifications

Parameters:

- Funds cannot be used for modifications that are solely aesthetic in nature.
- Purchases must be cost effective and meet the need.
- All facility modifications <u>require two (2) bids</u> from licensed contractors who are in good standing.
- Bids must be:
 - Based on official facility floor plans drafted/developed by a qualified individual (e.g. architect)
 - Documented on the contractor's letterhead
 - Priced out per line item (not just a lump sum at the end of a list of work to be done)
 - Identical, detailed and itemized including materials and labor.
 - Final bid, permits, and plans need to be reviewed approved by NBRC prior to hiring the contractor

Facility Modifications (cont'd)

Payment schedule from the identified contractor should:

- Outline work to be done per payment amount.
- ▶ Clearly state *what* is to be done *by when*, per payment.
- ▶ Reflect total amount at the end of your payment schedule that is the same as the amount of the accepted bid.

NOTE: At times your contractor may need to edit the payment schedule. Be sure they document what and why the edits are necessary.

Before you pay your contractor:

- Make sure they prepare and sign an invoice on their company letterhead
- Ensure that the invoice captures the same details that the payment schedule details.

Consultants & Trainers

Consultants:

- Not staff
- Be sure to review the details of what is and what is <u>not</u> included
 - E.g. cost of materials, travel, lodging, etc.

Trainers:

- ▶ PCP per CMS settings rules
 - https://www.ddslearning.com/pers on-centered-practices
 - https://www.dds.ca.gov/initiatives /cms-hcbs-regulations/traininginformation/
- PCP Mentor trainers provide Trainthe-Trainer certification
- PCP Certified Trainers can lead 2day trainings
- Curriculum & Learning Objectives
- Personnel category if internal, or Operating Expenses category if a subcontractor

Billing and Payment Cycle

Submission of Billing

- ▶ Billing is due by the 25th of the month and checks are cut on the 14th of the following month
 - For example:

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Expenses incurred <u>January 1<sup>st</sup>-31<sup>st</sup></u> are submitted <u>by February 25<sup>th</sup></u>, and (upon approval) checks should be in the mail by <u>March 14<sup>th</sup></u>
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❖ Final Date to submit billing for this cycle: January 25th, 2023

Submission of Billing

- Check that you are submitting a complete packet with all correct documentation <u>PRIOR</u> to submission.
- ▶ If your billing packet is not complete upon submission, NBRC may not be able to process it in time for that billing cycle
 - Make sure contractors and trainers prepare and sign an itemized invoice on their company letterhead.
 - Ensure that the invoice captures the same details that the payment schedule notes (documentation must match).
 - The date on the budget narrative should be the date that the transaction occurred, not the date of the event.
 - Training reimbursements for staff time require proof of attendance

Submission of Billing

- Grant Liaisons
 - -- HCBS: Diana Azinger, HCBSGrants@nbrc.net
 - -- CPP: Carmen Alcantara, carmena@nbrc.net
- Include the **modifiable** Excel Billing Workbook
- A <u>single</u> scanned and labeled PDF containing supplemental documentation

What to submit to NBRC with billing

Email the following documents:

- 1. Billing Coversheet and Budget Narrative (single Excel Workbook)
- Supplemental Documentation to support each transaction indicated in the budget narrative
 - Examples may include pay statement, receipts, invoices, proof of payment, cancelled checks, bank statements (if needed)
 - Copy of credit card (only one copy needed per card)
 - Cash purchases still require some proof of payment like a receipt.
 - ► Each supplemental document should be labelled

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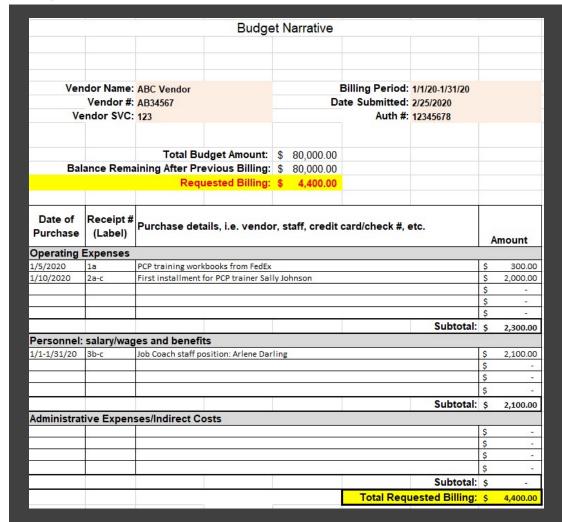
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Sample Cover Sheet

					Billing	,Ov	er Sheet				
	Vendor Name: Vendor #: SVC #:		AB34567					Fiscal Year: Billing Period: Date Submitted: Authorization #:		1/1/20-1/31/20 2/25/2020	
Budget Category		Total Budget Amount		Amount Reimbursed To Date		Balance Remaining After Previous Billings		Requested Billing		New Remaining Balance	
Operating Expe	nses	\$	25,000.00	\$	-	\$	25,000.00	\$	2,300.00	\$	22,700.00
Personnel		\$	50,000.00	\$		\$	50,000.00	\$	2,100.00	\$	47,900.00
Administrative (Costs	\$	5,000.00	\$	-	\$	5,000.00	\$	=	\$	5,000.00
Total		\$	80,000.00	\$	-	\$	80,000.00	\$	4,400.00	\$	75,600.00
		An	Total E	J	et Amount: ed To Date:		80,000.00				
Balance Remaining After Previous Billings: Requested Billing:						80,000.00 4,400.00					
					g Balance:		75,600.00				
		lget									



Sample Budget Narrative



- ▶ **Description of item/service**, such as:
 - Itemized Invoice
 - Contract
 - Mileage Log
 - Confirmation of staff attendance at training (e.g. Sign In Sheet)
 - Job description for new staff position(s)
- Confirmation of payment, such as:
 - Itemized Receipt
 - Cleared check
 - Copy of Credit Card
- Reimbursement requests must clearly be for approved items/services

Staff Time for Trainings

- Confirmation of attendance (e.g. sign in sheet)
- Confirmation of payment of staff wages (pay stub or payroll register)
- Description of training content
 - Can be materials used during the training, like as handouts or PPT slides
 - Can be a flyer or copy of online advertisement of training

- Establishing Benefit Load
 - Total amount agency has paid in salaries/wages in the most recent month or year available (<u>Total Payroll</u>)
 - Total amount agency has paid in benefits in the same month or year (<u>Total Benefits</u>)
 - Such as taxes, workers comp, health insurance, etc.
- * Must be established **prior** to any benefit reimbursement.
- Calculated as an average percentage, and will be applied to all staff at the agency.

- Prior to Vehicle Purchase
 - Submit <u>two quotes</u> to NBRC for review and approval.
 Quotes should include vehicle specifications.
- ► <u>After approval</u> of vehicle quote
 - Vehicle purchase contract with dealer
 - Proof of payment, such as a cleared check

Quote amount

must match

contract amount

which must match

final payment amount

- Input from individuals served must be documented in corresponding milestones report
- Any accrued interest on vehicle purchases is NOT reimbursable. If your agency is having difficulty purchasing the vehicle without accruing interest, please reach out to NBRC.

Supplemental Documentation

▶ Remember:

- Always send <u>copies of receipts</u>, <u>not original receipts</u>.
- Make sure all documentation is legible and dark enough for NBRC staff to read.
- Not necessary to submit a pdf copy of budget cover sheet and narrative.

Supplemental Documentation

Invoices from Merchants

Invoices are often necessary to accompany certain receipts.

For example:

If you purchased furniture from Furniture Warehouse and their receipt is not itemized, you must obtain an invoice listing:

- ▶ all items purchased
- with date
- method of payment (CC. check, etc.)
- ▶ Name of store where purchased
- ► Must be SIGNED by the cashier when cash is used that payment was received

Invoices from Contractors

Invoices from contractors must be:

- On contractor's letter head
- Signed by the contractor
- Totals on the invoice should match the cancelled check amount and payment from payment schedule

Supplemental Documentation:

Sample Consultant Invoice

Invoices from consultants must be:

- On consultant's letter head
- Signed by the consultant
- Include dates, hours worked, description of what was done
- Include total amount paid for service.

Totals on the invoice should match the <u>cancelled check</u> amount and payment from payment schedule

Behavioral Acrobats, Inc.

221 4st street, Benicia CA 94590

PCT trainer

- >3/12/20
 - > 12pm 2pm; trained staff on behavior management goal tracking 2 hours
- >4/1/20
 - > 3pm 5 pm; staff training on working with individuals in crisis...... 2 hours

Total service hours: 4 hours at 115/hr. = \$460

Signed.... Dr. Maple

Supplemental Documentation:

Sample Sign In Sheet

Attendance Sheets must contain:

- ▶ Title of training including Trainer Name
- Date of training
- Duration of training
- Name of staff attending

Person-Centered Training

Led by Certified Trainer: Molly Holly

7/6/20

1 pm - 4 pm

Printed Staff Name

Adrian Apple

Beatrice Banana

Carrie Cantaloupe

Signature

Adrian Apple

Beatrice Banana

Carrie Cantaloupe

Supplemental Documentation:

Sample Mileage Log

Mileage log must contain:

- Staff Full Name
- Date of trip
- Destination
- Purpose
- Mileage Reimbursement Rate

Reimbursement rate <u>must not exceed state</u> <u>allowable rates</u>. See "DDS Travel Reimbursement" document for details.

Proof of mileage payment by agency is required if mileage is accrued in private vehicle.

Mileage Claim Form

Staff Name: Mighty Mouse

- > 11/13/20 Day 1 of 2 day PCT Training. From Dazzling Agency to All Star Agency (987 Maple Rd, Vacaville)
 - 42mi round trip x rate = \$24.15
- > 11/16/20 Day 2 of 2 day PCT Training. From Dazzling Agency to All Star Agency (987 Maple Rd, Vacaville)
 - 42mi round trip x rate = \$24.15

Total Mileage: 84 miles

Total Reimbursement: \$48.30

Rate: 57.5

Note about invoices and budget narratives

Consultant Invoices:

- ** Submit along with a cancelled check (proof of payment)
- ** State name(s) of consultant that provided the service
- ** List amount paid (this amount should be the same amount as note on the invoice).

Staff Training Invoices:

- ** List the date, time of day and duration (e.g., 2-4pm), topic of training, and who provided the training.
- ** Include a copy of your <u>training sign-in sheet</u> with names of attendees along, with all cancelled checks you paid those staff for that particular training.

Remember:

Always send *copies* of receipts, not original receipts.

Make sure all documentation is legible and dark enough for NBRC staff to read.

Forms of documentation/proof of payment to be submitted by the billing due date

CREDIT CARDS

- CC should have your name (or business name) on it.
 - ** If a credit card receipt does not have your name on it, you must either provide a banking statement and circle or highlight the purchases included
- Provide a <u>copy</u> of the credit card that matches up to the purchase receipt you submit to us (two-sided)
- Black out all numbers except the last four numbers which should match the receipt submitted with it.
- One copy of each credit card used must be submitted (just once).

CHECKS

If you used a check to pay for items or to pay for staff training, you must submit a copy of a <u>cancelled check</u> obtained from your bank.

Example: Supplemental Documentation #9a



Invoices

Please ensure following is included on the invoice:

- 1. Program Name
- 2. Date
- 3. If there are multiple items listed, you must indicate which item you are billing for.
- 4. A document reference label (9a)

Example: Supplemental Documentation #9b

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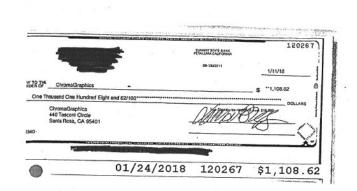


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Proof of purchase

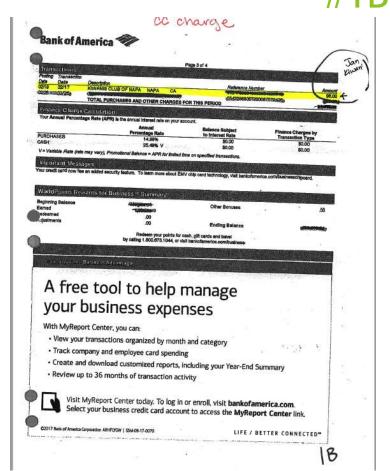
* Not everyone uses purchase orders; this is just an example

Example: Supplemental Documentation #9c



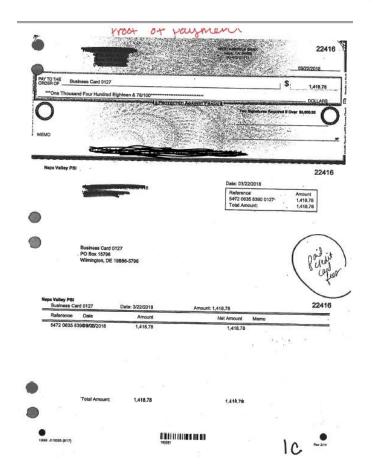
Proof of payment (cancelled check)

Example: Supplemental Documentation #1R



Proof of purchase on a credit card statement (if needed)

Example: Supplemental Documentation #1C



Proof of payment indicated by the payment of the credit card bill.

Budget Revision Request Process

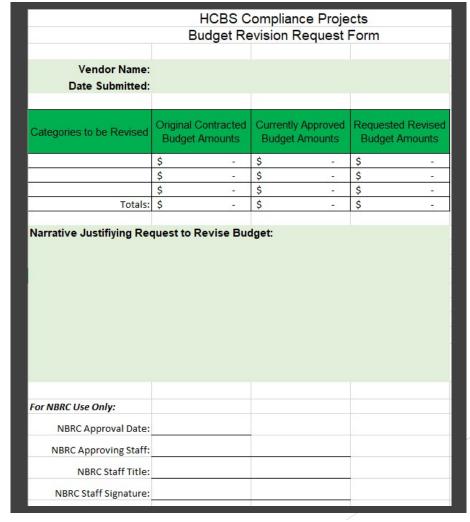


Please provide brief narrative explaining the monies being moved

Original Budget	
Personnel: salary/wages and benefits	\$30,000
Capital Costs	\$60,000
Administrative expenses/Indirect costs	\$10,000
Operating Expenses	\$5,000
Total	\$105,000

Revised Budget	
Personnel: salary/wages and benefits	\$33,000
Capital Costs	\$57,000
Administrative expenses/Indirect costs	\$10,000
Operating Expenses	\$5,000
Total	\$105,000

Sample Revised Budget Request





For Reference

A copy of training will be posted here:

https://nbrc.net/hcbs-compliance-projects/

Further questions:

Grant Liaisons:

- ► HCBS: Diana Azinger, Resource Developer: 707- 256-1204, HCBSGrants@nbrc.net
- ▶ CPP: Carmen Alcantara, Resource Developer: 707-256-1003, carmena@nbrc.net

Supervisor:

- ▶ Shawan Casborn, Resource Development Supervisor,
- ► 707-256-1187, shawanc@nbrc.net

Thank you!