

SAPC TREATMENT PROVIDER CAPACITY BUILDING INITIATIVE

BACKGROUND

The System Transformation to Advance Recovery and Treatment (START-ODS) – Los Angeles County's (SAPC) substance use disorder (SUD) organized delivery system expands Drug Medi-Cal (DMC) reimbursable services and includes additional services (e.g. residential, case management, etc.) to create a fuller continuum of care.

To help agencies in continuing to make the transition to the new service design requirements and to ensure the success, growth, and retention of its provider network, SAPC is provided opportunities to utilize funds specifically for capacity building. A description of the categories, allowable activities, and requirements under fiscal year 2018-2019 Capacity Building Initiative follows.

DESCRIPTION OF CAPACITY BUILDING INITIATIVE ACTIVITIES

SAPC, is adding a Statement of Work for Capacity Building (CBI), which is organized into **five categories**:

1. **Workforce Development** – Enhance your agency's capacity to meet the clinical standards under START-ODS and implement systems which ensure a strong clinical workforce. Allowable activities include, but are not limited to:
 - ✓ Developing a plan to recruit and hire Licensed Practitioners of the Healing Arts
 - ✓ Hiring a clinician to serve as the Licensed Practitioner of the Healing Arts
 - ✓ Receiving education to obtain a license or certification
 - ✓ Conducting training to counseling staff on required and elective Evidence-Based Practices
2. **Strategic Relationships** – Enhance your agency's capacity to effectively cultivate organizational leadership and develop alliances and partnerships. Allowable activities include, but are not limited to:
 - ✓ Marketing and communication to increase referrals and community awareness of services
 - ✓ Operationalizing partnerships with mental and physical health providers
 - ✓ Strategic restructuring to ensure continuance of services under a new mission, administrative oversight, or organization; such as joint ventures, parent/subsidiary relationships, and mergers
 - ✓ Development of patient-related assessment systems such as satisfaction surveys or perceptions of care that engage customers and provide assessment of customer needs
3. **Equipment Acquisition** – Enhance your agency's capacity to meet technological needs required under START-ODS. Allowable activities include, but are not limited to:
 - ✓ Updating/replacing outdated computers, software, printers, or scanners
 - ✓ Acquiring supplemental equipment such as signature pads or headsets
 - ✓ Acquiring telehealth/telephonic related equipment/software
 - ✓ Acquiring equipment/software that assists in delivering services in languages other than English

NOTE: Purchase of electronic health record system is not allowable



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4. **Regulatory Compliance** – Enhance your agency's capacity to manage operations and improve efficiencies and practices to enhance service delivery. Allowable activities include, but are not limited to:
 - ✓ Hiring a Certified Access Specialist to assess compliance to Americans with Disabilities Act and provide recommendations for improvements.
 - ✓ Ensuring compliance with ADA by purchasing visual magnification devices, hearing magnification, or modifications to curricula or reading materials
 - ✓ Implementing National Culturally and Linguistically Appropriate Services (CLAS) policies
 - ✓ Providing trainings to staff that improve understanding of all requirements, regulations, and standards under DMC-ODS

5. **Infrastructure Upgrade (IU)** – Enhance your agency's capacity and efficiency in which treatment services are provided. Allowable activities include, but are not limited to:
 - ✓ Purchasing equipment such as new refrigerators, commercial stoves and ventilation units
 - ✓ Replacing worn or dilapidated furniture for bedrooms, group rooms, and shared living areas
 - ✓ Installing a security system
 - ✓ Fixing a deteriorating façade that impacts safety of residents
 - ✓ Installing devices designed to detect and provide notification in case of emergencies, such as fire and carbon monoxide detection, sprinkler or unauthorized entrance systems
 - ✓ Installing equipment to ensure properly sized facilities for wheelchair accessibility
 - ✓ Installing ramps, lifts or bars in a SAPC contracted facility accessible
 - ✓ Installation of visual or sound equipment

Ineligible Repairs or Improvements include:

 - ✓ Repairs or improvements to a facility that is not SAPC-contracted for treatment
 - ✓ Purchasing new furniture for or renovating employee offices
 - ✓ Ongoing or routine maintenance of existing accessibility components of a facility
 - ✓ Any repairs or improvements that cannot be completed within the term of this amendment
 - ✓ Repairs or improvement to buildings used for religious worship
 - ✓ New construction including additions or extensions that add square footage beyond the existing footprint of the building

REIMBURSEMENT

The Capacity Building Initiative is cost reimbursable. Providers contracted under this SOW will be compensated for actual reimbursable costs incurred for approved activities, up to the dollar amounts in the Schedules(s) and/or detailed in the approved Budget(s). **NOTE:** Failure to properly obtain prior approval and submit timely invoices will result in activities not being reimbursed.



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TIMEFRAME

The term of this Capacity Building Initiative is from **date of execution to June 30, 2019**. This is a short timeframe, but SAPC will be working with you to help expedite processes while at the same time ensuring accountability.

SPECIFIC WORK AND PERFORMANCE REQUIREMENTS

All providers with a Capacity Building Initiative SOW are required to complete specific work and performance requirements. A few of these are described below, but for more detail you should refer to your SOW, and any related Exhibits or other related documentation.

1. **Work Plans** – A detailed work plan must be submitted, using only the identified templates.

These work plans will be reviewed by the Capacity Building Initiative team and a response sent to your project manager within 5-7 business days from receipt. A work plan **MUST** be submitted prior to beginning activities.

Submission Deadline: By or before **February 15, 2019**.

2. **Budget and Budget Narrative** – A completed budget and budget narrative must be submitted, using only the identified budget.

The budget and budget narrative must align with the activities identified in the work plan. A budget and budget narrative **MUST** be submitted prior to beginning activities.

Submission Deadline: By or before **February 15, 2019**.

3. **Project Manager** – A Project Manager **MUST** be identified who is responsible and accountable for supervising, coordinating and ensuring timely completion of the activities outlined in the work plan, the Scope of Work and Contract. The name and position of the Project Manager must be submitted to SAPC prior to beginning activities for approval and should be included on the work plan.

4. **Invoices** – Providers participating in the Capacity Building Initiative will be required to submit invoices on the 10th of each month. The invoice must be approved before any funds will be released. A template and instructions for submitting invoices will be provided.

If no funds are expended during a particular month, still submit the invoice and include a brief statement about the status of CBI activities.

5. **Consultants and Subcontracts** – Subcontracts and consultants can be used and require the following:
 - ✓ Approval from SAPC ***in advance*** of hiring consultants or executing subcontract agreements
 - ✓ Detailed scope outlining the consultant/subcontract product or services to be provided, estimated time on the project, description of fees and an estimate or detailing of exact costs
 - ✓ Resume or other document outlining consultant/subcontract experience

The following requirements are **ONLY** for Infrastructure Upgrades (IU):



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6. **Primary Benefit to Contractor:** Repairs and improvements to *leased property* will be reviewed to ensure that the landlord or property owner is not the primary beneficiary of the IU activities.

An example of primary benefit to the landlord or property owner is installing a new HVAC system into an entire building that contains other businesses besides your agency.

7. **Site Control:** Prior to approval to begin IU activities, you must provide evidence of site control which demonstrates authorization and control to undertake the project. This **MUST** be in the form of a copy of the deed (if owned), lease (if leased/rented), or other approved evidence of site control.

If the project will take place on leased property, you must include a written acknowledgement indicating support of the property owner for any improvements.

Submission Deadline: **February 15, 2019**

8. **Subcontracts with Contractor:** All subcontracts or agreements between your agency and another company or individual performing work under the IU must be reviewed and approved by SAPC in advance of any work being conducted. Any repairs or improvement conducted under IU that has not been approved, in writing, by SAPC in advance is subject to not being reimbursed.
9. **Bid Information Sheet:** For all projects over \$1,500, providers must submit a "bid information sheet" identifying the three (3) bids/quotes. For subcontracted services \$1,000 or above, must use a company or individual that is appropriately licensed and bonded.

INELIGIBLE EXPENSES:

- ✓ Costs related to other SAPC-funded programs
- ✓ Utilities
- ✓ Facility/Lease payments
- ✓ Acquisition of real property
- ✓ Repairs or upgrades to publicly –owned buildings
- ✓ Development of a new or maintenance of an existing electronic health record system
- ✓ Software maintenance fees
- ✓ Any accounting and legal costs potentially applicable to a capital improvement
- ✓ Leasehold improvements to homes rented under an operating lease
- ✓ Deductibles on insurable events
- ✓ Other non-capital costs as determined by County

For any questions or more information regarding the Capacity Building Initiative, please contact Michelle Palmer (626) 299-4598.