



Substance Abuse Prevention and Control (SAPC) Fiscal Year (FY) 2023-2024 Capacity Building Package

INVOICE 1: CAPACITY BUILDING START-UP FUNDS ATTESTATION

The Los Angeles County Department of Public Health’s Division of Substance Abuse Prevention and Control (DPH-SAPC) is funding capacity building efforts to support providers as they take the necessary organizational actions in response to the expected changes under the California Advancing and Innovating Medi-Cal (CalAIM) Initiative and the movement towards value-based care under payment reform, as well as increased training requirements for substance use disorder (SUD) counselors in 2025 with AB 2473. DPH-SAPC is embarking on another round of optional capacity building efforts to support its provider network with development in the 3 areas below.

Instructions

This invoice is used when agencies claim start-up funds for eligible capacity building efforts; AND also indicates intent to participate in deliverable-based capacity building efforts (which can be updated at a later date by producing the deliverable). Efforts eligible for start-up funds include:

- **Workforce Development:** 1C-1, 1D-1
- **Access to Care – Reaching the 95%:** 2A-1, 2A-2, 2A-3, 2B-1, 2C-1, 2E-1, 2E-2, 2E-3, 2F-1
- **Fiscal and Operational Efficiency:** 3A-1, 3B-1

The following information needs to be included:

START-UP FUNDS TABLES

1. **Units:** Enter the number of units you are seeking for reimbursements and are expected to be completed. Units may not exceed the amount identified under the “Max Units” for your assigned Rates Tier.
2. **Requested Amount/Tier:** Enter the total cost per your assigned Rates Tier for the total number of units. Contact SAPC’s Finance Services Branch at the email below for questions.
3. **Attestation:** If your agency intends to participate in an effort, review the attestation summary (see SAPC FY 23-24 Capacity Building document for full details) and requirements.
4. **Sign:** Insert e-signature confirming the requested and eligible amount and to affirm agreement with the attestation language and above referenced document.

DELIVERABLE EFFORT TABLES

5. **Intent for Other Efforts:** Indicate if your agency intends to participate in other listed capacity building efforts that are deliverable based by indicating ‘yes’, ‘no’, or ‘maybe’. This is non-binding and agencies can participate at any time prior to the due date.

Capacity Building payments will be distributed through your DMC-ODS Contract and are subject to all federal, state, and County’s audits and verification reviews. Providers must accurately account for funds in accordance with County accounting procedures, including separate cost centers. For additional questions please email SAPC’s Finance Services Branch at SAPC-CBI@ph.lacounty.gov. Please provide the following information:

Agency Name:		Tier:	
Capacity Building Contact Person:		Email:	
# Registered Counselors Agencywide:		# DMC Contract Sites:	

Capacity Building Category: Workforce Development

Description: DMC-ODS and CalAIM initiatives will transform the specialty SUD service system for Medi-Cal clients and continue to increase expectations for the workforce in the form of higher clinical, documentation, and outcome standards. DPH-SAPC has prioritized workforce development as a central component to advancing the SUD field and moving towards parity with physical and mental health systems.

The following Workforce Development Capacity Building efforts are eligible for START-UP FUNDS in ADVANCE of deliverable completion:

#	Description	Due Date	Max Units	Payment Per Unit	Enter Units	Enter Tier/Amount	Attestation to Receive Start-Up Funds*	e-sign if Participating
1C – Workforce Development and Retention Plan								
1C-1	Sustainability Plan	6/30/2024	1	Tier 1 - \$20,000	1		By signing, and as a condition of receiving start-up funds, I attest to complete a viable workforce development and retention sustainability plan and submit it to SAPC by 6/30/24 to avoid recoupment.	
				Tier 2 - \$30,000				
				Tier 3 - \$40,000				
1D – Counselor Expedited Training and Certification								
1D-1	Tuition/Paid Time Off	3/31/2024	N/A	Tier 1 - \$2,500pp	Enter # Staff		By signing, and as a condition of receiving start-up funds, I attest to verify use of these funds for tuition, supplies, and time-off costs for registered counselors on the attached form to become certified, confirm they were employed with us by 4/1/23 and deliver direct services via Sage-EHR.	
				Tier 2 - \$2,500pp				
				Tier 3 - \$2,500pp				

* SAPC will release funds at the following scheduled payment date and provided a contract augmentation is not required and subject verification of tier and other relevant information.

The following Workforce Development Capacity Building efforts are reimbursed AFTER deliverable completion:

#	Description	Due Date	Max Units	Payment Per Unit		Intent to Implement and Submit Deliverable and Invoice by Due Date	Yes/No/Maybe
1A – Agency-Level Survey on Workforce							
1A-1	Agency Survey (*required)	8/31/2023	1	Tier 1 - \$10,000		Does your agency plan to complete the agency survey and submit by the due date to receive the deliverable payment for this project?	
				Tier 2 - \$15,000			
				Tier 3 - \$20,000			
1B-1	Staff Survey Summary	12/31/2023	1	Tier 1 - \$5,000		Does your agency plan to complete the staff survey and summary and submit by the due date to receive the deliverable payment for this project?	
				Tier 2 - \$7,500			
				Tier 3 - \$10,000			
1D – Counselor Expedited Training and Certification							
1D-2	Certification Obtained	6/30/2025	N/A	Tier 1 - \$2,500pp		Does your agency plan to continue to support registered counselors participating in 1D-1 complete certification between 7/1/23 and 6/30/25 to receive the deliverable payment for this project?	
				Tier 2 - \$2,500pp			
				Tier 3 - \$2,500pp			

Capacity Building Category: Access to Care – Reaching the 95% (R95)

Description: SUD systems are serving about 5% of people who need treatment services as the other 95% of people who need SUD treatment either don't think they need it or don't want it. The R95 Initiative is designed to:

- Ensure that DPH-SAPC creates a specialty SUD system that is focused not just on the ~5% of people with SUDs who are already receiving and open to treatment services, but also the ~95% of people with SUDs who do not receive treatment services for any reason; and
- Communicate – through words, policies, and actions – that people with SUD are worthy of our time and attention, no matter where they are in their recovery journey, including if they have not even started process yet.

The following Reaching the 95% (R95) Capacity Building efforts are eligible for START-UP FUNDS in ADVANCE of deliverable completion:								
#	Description	Due Date	Max Units	Payment Per Unit	Enter Units	Enter Tier/Amount	Attestation to Receive Start-Up Funds*	e-sign if Participating
2A – Preparation and Planning for Outreach and Engagement								
2A-1	New Partner Entity Meetings	12/31/23	10	Tier 1 - \$1,000	Enter # Meetings	Calculate and Enter Amount	By signing, and as a condition of receiving start-up funds, I attest to meet with the number of new partners entered here to reach/serve the R95 and will submit to SAPC by 12/31/23 to avoid recoupment.	
			15	Tier 2 - \$1,000				
			20	Tier 3 - \$1,000				
2A-2	New Partnership Plan	12/31/23	1	Tier 1 - \$3,000	1		By signing, and as a condition of receiving start-up funds, I attest to complete the partnership plan and will submit to SAPC by 12/31/23 to avoid recoupment.	
				Tier 2 - \$4,500				
				Tier 3 - \$6,000				
2A-3	New Executed MOU (different 2B-1, 2B-F)	12/31/23	3	Tier 1 - \$5,000	Enter # MOUs	Calculate and Enter Amount	By signing, and as a condition of receiving start-up funds, I attest to provide the number of new executed R95 MOUs entered here for health/service agency referrals and submit to SAPC by 12/31/23 to avoid recoupment.	
			4	Tier 2 - \$5,000				
			5	Tier 3 - \$5,000				
2B – Field-Based Services (FBS) for Outreach and Engagement								
2B-1	New Executed MOU (different 2A-3, 2F-1)	12/31/23	3	Tier 1 - \$5,000	Enter # MOUs	Calculate and Enter Amount	By signing, and as a condition of receiving start-up funds, I attest to provide the number of new executed FBS MOUs entered here to reach/serve the R95 and will submit to SAPC by 12/31/23 to avoid recoupment.	
			4	Tier 2 - \$5,000				
			5	Tier 3 - \$5,000				
2C – 30- and 60-Day Engagement Period for Outreach and Engagement								
2C-1	Engagement Policy	12/31/23	1	Tier 1 - \$5,000	1	Enter Tier/Amount	By signing, and as a condition of receiving start-up funds, I attest to complete the engagement plan and staff notification/training and will submit to SAPC by 12/31/23 to avoid recoupment.	
				Tier 2 - \$7,500				
				Tier 3 - \$10,000				

Invoice 1 - Capacity Building Start-Up Funds Attestation

2E – Service Design for Lower Barrier Care							
2E-1	Service Design	6/30/24	1	Tier 1 - \$1,000	1	Enter Tier/Amount	By signing, and as a condition of receiving start-up funds, I attest to complete the service design and will submit to SAPC by 6/30/24 to avoid recoupment.
				Tier 2 - \$1,500			
				Tier 3 - \$2,000			
2E-2	Customer Walk-Through	6/30/24	# sites	Tier 1 - \$200	Enter # Sites	Calculate and Enter Amount	By signing, and as a condition of receiving start-up funds, I attest to provide the number of site assessments entered here to reach/serve the R95 and will submit to SAPC by 6/30/24 to avoid recoupment.
				Tier 2 - \$200			
				Tier 3 - \$200			
2E-3	Improvement & Investment Plan	6/30/24	1	Tier 1 - \$5,000	1	Enter Tier/Amount	By signing, and as a condition of receiving start-up funds, I attest to complete the improvement plan and will submit to SAPC by 6/30/24 to avoid recoupment.
				Tier 2 - \$7,500			
				Tier 3 - \$10,000			
2F – Bidirectional Referrals for Lower Barrier Care							
2F-1	New Executed MOU (different 2A-3, 2B-1)	12/31/23	3	Tier 1 - \$5,000	Enter # MOUs	Calculate and Enter Amount	By signing, and as a condition of receiving start-up funds, I attest to provide the number of executed MOUs entered here with harm reduction sites and will submit to SAPC by 12/31/23 to avoid recoupment.
			4	Tier 2 - \$5,000			
			5	Tier 3 - \$5,000			
* SAPC will release funds at the following scheduled payment date and provided a contract augmentation is not required and subject verification of tier and other relevant information.							

The following Reaching the 95% (R95) Capacity Building efforts are reimbursed AFTER deliverable completion:							
#	Description	Due Date	Max Units	Payment Per Unit		Intent to Implement and Submit Deliverable and Invoice by Due Date	Yes/No/Maybe
2B – Field-Based Services for Outreach and Engagement							
2B-2	Verified Episodes	6/30/24	10	Tier 1 - \$500		Does your agency plan to submit verified episodes for MOUs under 2B-1 and submit by the due date to receive the deliverable payment for this project?	
			15	Tier 2 - \$500			
			20	Tier 3 - \$500			
2C – 30- and 60-Day Engagement Period for Outreach and Engagement							
2C-2	*Verified Engagement Auths (*required)	6/30/24	10	Tier 1 - \$500		Does your agency plan to submit verified episodes for services under the 30/60-day policy and submit by the due date to receive the deliverable payment for this project which is required to participate in other R95 capacity efforts?	
			15	Tier 2 - \$500			
			20	Tier 3 - \$500			
2D – Update Admission and Discharge Policies							
2D-1	*R95 Admission Policy (*required)	12/31/23	1	Tier 1 - \$10,000		Does your agency plan to submit updated admission policy to serve R95 and submit by the due date to receive the deliverable payment for this project which is required to participate in other R95 capacity efforts?	
				Tier 2 - \$15,000			
				Tier 3 - \$20,000			
2D-2		12/31/23	1	Tier 1 - \$10,000			

	*R95 Discharge Policy <i>(*required)</i>			Tier 2 - \$15,000		Does your agency plan to submit updated discharge policy to serve R95 and submit by the due date to receive the deliverable payment for this project which is required to participate in other R95 capacity efforts?		
				Tier 3 - \$20,000				
2D-3	R95 Training Presentation	12/31/23	1	Tier 1 - \$10,000			Does your agency plan to submit a staff training presentation to serve R95 and submit by the due date to receive the deliverable payment for this project?	
				Tier 2 - \$15,000				
				Tier 3 - \$20,000				
2F – Bidirectional Referrals for Lower Barrier Care								
2F-2	Verified Claims	6/30/24	10	Tier 1 - \$500		Does your agency plan to submit verified episodes for MOUs under 2F-1 and submitting by the due date to receive the deliverable payment for this project?		
			15	Tier 2 - \$750				
			20	Tier 3 - \$1,000				

Capacity Building Category: Fiscal and Operational Efficiency

Description: Effective July 1, 2023, DPH-SAPC and treatment providers will experience another significant shift in how DMC services are reimbursed with the movement from cost reconciliation (lesser of costs or charges) to fee-for-service (FFS), and practitioner-level rates for outpatient treatment services. Now more than ever, it is essential that providers take action(s) to ensure they have a strong and viable organization, and that enough appropriate treatment services are delivered to generate sufficient revenue to cover operational costs.

The following Fiscal & Operational Efficiency Capacity Building efforts are eligible for START-UP FUNDS in ADVANCE of deliverable completion:								
#	Description	Due Date	Max Units	Payment Per Unit	Enter Units	Enter Tier/Amount	Attestation to Receive Start-Up Funds*	e-sign if Participating
3A – Accounting Infrastructure: Systems and Capacity								
3A-1	Accounting Systems and Capacity	12/31/23	1	Tier 1 - \$10,000	1		By signing, and as a condition of receiving start-up funds, I attest to invest in accounting system(s) and will submit verification to SAPC by 12/31/23 to avoid recoupment.	
				Tier 2 - \$15,000				
				Tier 3 - \$20,000				
3B – Expenditures and Revenue: Assessing and Enhancing Financial Health								
3B-1	Financial Health Training	6/30/24	1	Tier 1 - \$10,000	1		By signing, and as a condition of receiving start-up funds, I attest at least one leadership staff will attend and participate in the training/TA and will submit attendance verification to SAPC by 6/30/24 to avoid recoupment.	
				Tier 2 - \$15,000				
				Tier 3 - \$20,000				

* SAPC will release funds at the following scheduled payment date and provided a contract augmentation is not required and subject verification of tier and other relevant information.

The following Fiscal & Operational Efficiency Capacity Building efforts are reimbursed AFTER deliverable completion:							
#	Description	Due Date	Max Units	Payment Per Unit		Intent to Implement and Submit Deliverable and Invoice by Due Date	Yes/No/Maybe
3B – Expenditures and Revenue: Assessing and Enhancing Financial Health							
3B-2	Revenue Expenditure Tracking Tool - Utilization	6/30/24	1	Tier 1 - \$10,000		Does your agency plan to demonstrate use of the tool 6-months post launch and submit by the due date verification of use to receive the deliverable payment for this project?	
				Tier 2 - \$15,000			
				Tier 3 - \$20,000			

SIGNATURE AND ATTESTATION

Summary Start-Up Capacity Building Costs Based on Totals Above	
Workforce Development	\$
Access to Care – Reaching the 95%	\$
Fiscal and Operational Efficiency	\$
TOTAL	\$

I attest that the above is true and factual and that our organization will use the funds as described above and submit the required deliverables on time to avoid recoupment. I acknowledge that we must adhere and are subject to all the reporting, tracking, audits, and recoupment requirements described in this document and the DMC Contract, and verify that I have authorized decision making authority to commit to the requested funds.

Name		Signature	
Title		Date	

SAPC Use Only		
Reviewed By	Approved/Denied	Date