

Submission Checklist: R95 Policies and Client-Facing Agreements

The R95 Policies and Client-Facing Agreements (3-1) Value-Based Incentive is part of a system-wide effort to expand access to SUD treatment by lowering barriers to care and supporting clients at every stage of their recovery journey. This checklist is designed to make the submission process easier by outlining what to submit and the steps to follow, helping your agency move forward with confidence.

What to Submit

Agency with **no** prior R95 policy and agreement adoption



Submit all five (5) documents for approval:

- Admission Policy ([.docx/.pdf](#))
- Admission Agreement - client-facing ([.docx/.pdf](#))
- Discharge Policy ([.docx/.pdf](#))
- Toxicology Policy ([.docx/.pdf](#))
- Toxicology Agreement - client-facing ([.docx/.pdf](#))

Agency with **some** prior R95 policy and agreement adoption



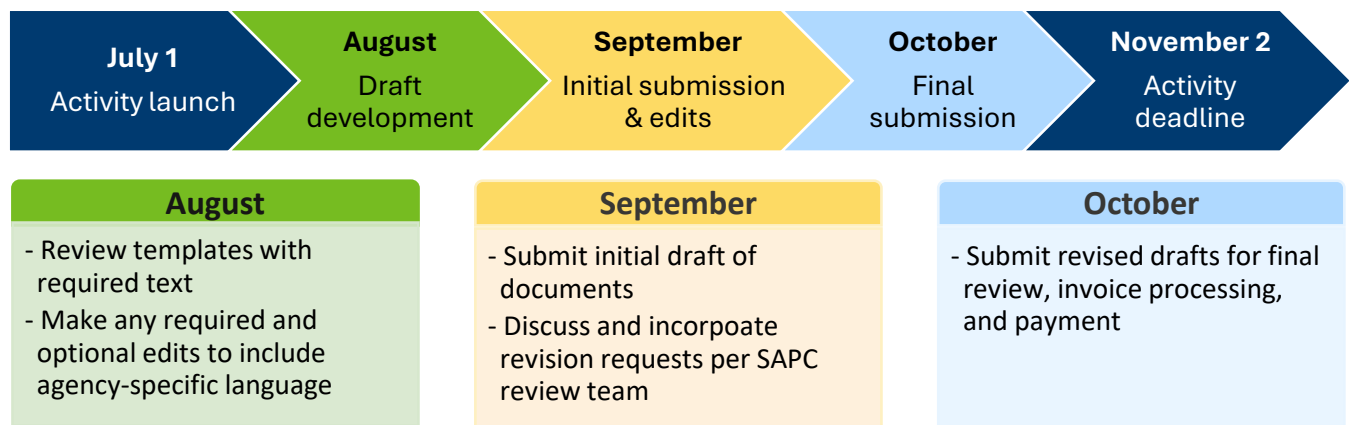
- Submit all outstanding policies/agreements or
- Submit all outstanding revisions for policies/agreements submitted in a prior fiscal year.

Agencies that previously adopted all R95 policies and agreements are ineligible to participate.

Submission Deadline

To be eligible for FY 26–27 incentive funds, all required documents must be submitted by **November 2, 2026**. We strongly encourage agencies to submit well before the deadline to allow time for review and revisions, if needed.

Suggested Timeline



Submission Steps

Follow these steps to submit your R95 deliverables and ensure eligibility for incentive funds

Before you begin:

- You will need your C-number (C#) email and password. Your C-number email is formatted as Cxxxxxx@ph.lacounty.gov. Replace the Xs with your actual C#.
- For assistance with your C#, contact the DPH Service Desk at (213) 462-1411. A resolution may take several business days.

Steps:

1. Prepare your documents
 - Deliverables:
 - Rename each file using the following format: [Provider Agency Name][Document Name]
 - Example: ABC Treatment Center Admission Policy
 - Microsoft Word format is preferred for easier review.
 - VBI Invoice: Access the invoice form by [clicking here](#)
 - Complete & sign the VBI invoice for Activity 3-I (wet & electronic signatures accepted).
 - Enter the funding requested: \$40,000 for all 5 deliverables, or \$20,000 for deliverables not previously submitted.
 - Name the file as: [Provider Agency Name] [VBI alpha-numeric] Invoice Form
 - Example: ABC Treatment Center 3-I VBI Invoice Form
2. Access the Electronic Submission Form
 - Access the form using the following link: [VBI Submission Form](#)
 - You will be prompted to sign in. Use your C# email and password to sign in.
3. Complete the submission
 - Provide agency information and complete all required fields.
 - Complete the R95 Client-Facing Agreement Section.
 - Upload a signed VBI invoice form.
 - Upload the files required for the deliverable.
 - Submit the form. A confirmation message will appear upon successful submission.
4. Await SAPC review
 - The R95 team will email you once your submission is received. If you do not receive a confirmation within 3 business days, contact SAPC-VBI@ph.lacounty.gov
 - After review, SAPC will either confirm approval or request revisions. All revisions and resubmissions should be sent by email.
 - If revisions are requested, submit updated documents within 5 business days.
 - To avoid last-minute delays, early submission is strongly recommended.