

# Submission Checklist: R95 Unique Clients Served

The R95 Unique Clients Served (3-H) Value-Based Incentive is deliverable-based and encourages provider use of meaningful data to support business decisions, focusing on measurable impact and data reporting at the agency level to understand provider agency reach and progress in reaching the 95% of people with SUD that have not been engaged in treatment. 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



### 1) Reference year (2025-2026)

KPI Dashboard report  
Format: Excel  
Dates: July 1, 2025-  
February 28, 2026



### 2) Activity year (2026-2027)

KPI Dashboard report  
Format: Excel  
Dates: July 1, 2026-  
February 28, 2027



### 3) VBI Invoice

Format: PDF  
VBI Invoice

## Submission Deadline

To be eligible for FY 26–27 incentive funds, all required documents must be submitted by **March 19, 2027**. Data for the Activity Year (FY 2026-2027) will be available on the KPI dashboard starting March 1, 2027. We recommend provider agencies start data reporting early.

## Resources

### Activity-specific

- [Step-by-step guide to KPI Dashboard reporting](#)

### Support to increase client outreach and engagement

- [Developing and Implementing an Outreach and Engagement Plan](#)
- [R95 Case Scenarios Discussion Tool](#)
- [R95 SUD Treatment Staff Training Presentation](#)
- [Admission & Discharge Policy and Training](#)
- [Bidirectional Referrals Between Treatment and Harm Reduction Agencies](#)
- [Service Design](#)
- [Expanding Field-Based Services](#)
- [Expanding Outreach & Engagement](#)

## 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](mailto: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 up to 5 business days.

### Steps:

1. Prepare your documents
  - Deliverables:
    - Rename each file using the following format: [Provider Agency Name] [VBI alpha-numeric] [Data report fiscal year]
      - Example: ABC Treatment Center X-# FY 25-26, ABC Treatment Center Activity X-# FY 26-27
  - VBI Invoice: Access the invoice form by [clicking here](#)
    - Complete & sign the VBI invoice for Activity 3-H (wet & electronic signatures accepted).
      - Enter the funding requested: \$20,000
    - Name the file as: [Provider Agency Name] [VBI alpha-numeric] Invoice Form
      - Example: ABC Treatment Center 3-H 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 Unique Clients Served section.
  - 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](mailto: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.