



# DBHR Contractor Fiscal & A-19 Training

Alicia Hughes | Supervisor, CBO and Grants Development

January 27, 2020

[Prevention@hca.wa.gov](mailto:Prevention@hca.wa.gov)

# Agenda

- Overview of Funding Sources
- Overview of Contract
- Overview of Resources and Deliverables
- Reporting & Billing
- Questions/Answers

# Overview of Funding Sources

# Show me the money

- SOR (State Opioid Response)
- SABG (Substance Abuse Block Grant)
- PFS (Partnerships for Success 2018)
- STR (State Targeted Response to the Opioid Crisis)
- DMA (Dedicated Marijuana Account)
- MHPP (Mental Health Promotion Project)
- GF-State (General Fund – State)
  - Admin for SABG
- CFDA #s provided in your contract



# Federal & State Funds

- We follow Federal Cost Principles for all of our direct services funds (this includes DMA).
  - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards 2 CFR Part 200 in 45 CFR Part 75  
<https://www.law.cornell.edu/cfr/text/2/part-200>  
<https://www.law.cornell.edu/cfr/text/45/part-75>
  - Note that each funding sources has additional/unique un-allowable costs and requirements.
- And we use the “Fiscal/Program Requirements” Supplementary Instructions and Fiscal Policy Standards for Reimbursable Costs.
  - <https://www.hca.wa.gov/billers-providers-partners/prior-authorization-claims-and-billing/provider-billing-guides-and-fee-schedules>

# DBHR Fiscal/Program Requirements

- Contractor and fiscal agent are **required** to follow these rules.
- This overview is provided solely for technical assistance and not intended to circumvent the Contractor's need to follow the referenced rules.
- Additional local fiscal agent rules and policies may apply.

# General unallowable costs

- Memberships
- Cash payment to clients
- Meals – with some exceptions. No more than \$1,000 may be spent on food or light refreshments per CPWI Coalitions and CBO sites per year.
- Equipment over \$5,000
- Construction
- Entertainment
- Needle exchanges
- Enforcement
- School Teachers
- Excessive costs (i.e., speaker fees)
- Honorariums

# Unallowable costs: Discretionary grants

- STR, SOR, PFS
  - Meals (food)
    - Light refreshments are okay.
  - Promotional Materials: tote bags, t-shirts etc.
  - Entertainment, honorariums, give-aways, door prizes, gift cards, etc.
  - Miscellaneous expenses.

Note: this is not an “all-inclusive” list.



## Unallowable costs: Food

- Food costs are generally **unallowable** except within certain parameters.
- **Light refreshments** for training events and meetings lasting more than 2 hours are allowable for SABG, DMA, MHPP, STR, PFS, and SOR, but not to exceed \$3.00 per person.

## Unallowable costs: Food

- **Meals** may be provided only with SABG, MHPP, or DMA funds when:
  - Training is four (4) hours or more in duration; or
  - Program is a recurring direct service family domain program included in strategic plan; and
  - State per-diem rates are followed.

# Unallowable cost: Incentives

- **Incentives** may be allowable with discretionary funds but are not allowable with SABG or State funds.
  - Any monetary or service benefit that you provide to program participants to attract and retain them in the service or prevention program.
  - Only before and after programs.
  - See SAMHSA's Additional Directives (<https://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>) for more information.

# Substance Abuse Block Grant - SABG

- Supports CPWI Coalitions and Tribal Prevention.
- Allocated by State Fiscal Year (7/1 – 6/30). However funds can be utilized throughout the biennium.
- No incentives with SABG funds.
- Limitations on meals.
- Admin via GF-State.
- SABG should be used as payer of last resort.
- Per coalition, 60% of programs must be Evidence-Based Programs.
- Excellence in Prevention Strategy List:  
[www.TheAthenaForum.org/EBP](http://www.TheAthenaForum.org/EBP)

# Dedicated Marijuana Account - DMA

- Supports CPWI Coalitions, Tribal Prevention, Community-based Organizations (CBOs), Healthy Youth Survey (HYS), and Young Adult Health Survey.
- Allocated by State Fiscal Year (7/1 – 6/30).
- No carryover.
- Limitations on meals.
- Up to 8% may be used for admin (can be used for program dollars).
- A minimum of 85% of funds must be used for Evidence-Based Programs, per coalition.
- Two DMA lists posted at: [www.TheAthenaForum.org/EBP](http://www.TheAthenaForum.org/EBP)

# State Targeted Response - STR

- Supports CPWI Coalitions and CBOs.
- Allocated 5/1 – 4/30.
- Awarded through the SFY.
- No carryover.
- Limitations on meals.
- Up to 8% may be used for admin (can be used for program dollars).
- Per Coalition, 60% of programs must be Evidence-Based programs.
- STR list posted at:  
[www.TheAthenaForum.org/EBP](http://www.TheAthenaForum.org/EBP)

# Partnerships for Success – PFS 2018

- Supports CPWI Coalitions.
- Allocated 9/30 - 9/29.  
Awarded through the SFY.
- No carryover.
- Limitations on meals.
- Up to 8% may be used for admin (can be used for program dollars).
- Per Coalition, 60% of programs must Evidence-Based Programs.
- Excellence in Prevention Strategy List:  
[www.TheAthenaForum.org/EBP](http://www.TheAthenaForum.org/EBP)

# State Opioid Response - SOR

- Supports CPWI Coalitions, Tribal Prevention, and CBOs.
- Allocated 9/30 - 9/29.
- No carryover.
- Limitations on meals.
- Up to 8% may be used for admin (can be used for program dollars).
- Per Coalition, 60% of programs must Evidence-Based Programs.
- SOR List is posted at:  
[www.TheAthenaForum.org/EBP](http://www.TheAthenaForum.org/EBP)



# Mental Health Promotion Project - MHPP

- Supports CPWI Coalitions, Tribal Prevention, and CBOs
- Allocated by State Fiscal Year (7/1 – 6/30).
- No carryover.
- Limitations on meals.
- Up to 8% may be used for admin (can be used for program dollars).
- Up to \$5,000 of funds may be used for Youth Mental Health First Aid.

# ***Q & A:* Funding sources**

# Overview of Contract

# Contract Roles and Responsibilities

- It is important to be very familiar with your contract and guidance documents referenced in your contract.
- Provide a copy of the contract to your program staff who have implementation responsibilities.
- DBHR Prevention System Managers will provide on-going contract management and technical assistance.

# DBHR Prevention System Manager

- Contract management.
- Technical Assistance for implementing prevention services.
- Review and approval of invoices (A-19s).
- Managers also have statewide prevention projects.

# DBHR Prevention Team

- Section Manager, Substance Use Disorder Prevention and Mental Health Promotion
- CBO and Grant Development Supervisor
- Tribal and CPWI Implementation Supervisor
- Policy and Program Supervisor
- Prevention System Project Manager
- Prevention System Managers
- Prevention System Research & Evaluation Managers
- Admin, Interns & Fellows

# Common Elements to Contracts

- Face Page

|  |   |   |
|--|---|---|
|  | <p align="center"><b>CLIENT SERVICES CONTRACT</b><br/>Community Based Prevention<br/>Services for State Opioid Response<br/>(SOR)</p> | <p>HCA Contract Number: [REDACTED]<br/>Resulting from Solicitation<br/>Number: [REDACTED]</p> |
|--|---|---|

This Contract is by and between the Washington State Health Care Authority (HCA) and the Contractor identified below.

|   |   |   |  |                               |
|---|---|---|--|-------------------------------|
| <b>CONTRACTOR NAME</b><br>[REDACTED]    |   | <b>CONTRACTOR DOING BUSINESS AS (DBA)</b><br> |  |                               |
| <b>CONTRACTOR ADDRESS</b><br>[REDACTED] | Street<br>                                | <b>City</b><br>[REDACTED]                     | <b>State</b><br>[REDACTED]                     | <b>Zip Code</b><br>[REDACTED] |
| <b>CONTRACTOR CONTACT</b><br>[REDACTED] | <b>CONTRACTOR TELEPHONE</b><br>[REDACTED] |   | <b>CONTRACTOR E-MAIL ADDRESS</b><br>[REDACTED] |                               |

# Common Elements to Contracts

- Face Page
- Exhibits

THE FOLLOWING ATTACHMENTS AND EXHIBITS ARE ATTACHED AND/OR INCORPORATED INTO THIS CONTRACT BY REFERENCE:

**Exhibits (specify):**

**Exhibit A:** Statement of Work

**Exhibit B:** DBHR SUD Fiscal Policies & Standards for Reimbursable Costs

**Exhibit C:** Business Associate Agreement

**Exhibit D:** HCA RFA #3882

**Exhibit E:** Contractor Response to HCA RFA #3882

**Attachments (specify): .**

**Attachment 1:** Confidential Information Security Requirements

**Attachment 2:** Federal Compliance, Certifications, and Assurances

**Attachment 3:** Federal Award Identification for Subrecipients

**Attachment 4:** (FFATA) Data Collection Form

**Attachment 5:** SAMHSA Award Terms

**Attachment 6:** Awards & Revenues



# Common Elements to Contracts

- Face Page
- Exhibits
- Statement of Work  
(Exhibit A)

## Exhibit A

### Mental Health Promotion Projects and Suicide Prevention Projects (MHPP) Program

#### 1. PURPOSE

The purpose of this Contract is to provide Community-based mental health promotion and suicide prevention services in high-need communities.

#### 2. PERFORMANCE EXPECTATIONS

Expected performance under this Contract includes, but is not limited to, the following:

- 2.1 Knowledge of applicable state and federal laws and Regulations pertaining to subject of Contract;
- 2.2 Use of professional judgment;
- 2.3 Collaboration with HCA staff in Contractor's conduct of the services;
- 2.4 Adhere to HCA direction regarding the delivery of services;
- 2.5 Timely, accurate, and informed communications;
- 2.6 Regular completion and updating of Action Plans, reporting, documentation, and communications; and
- 2.7 Provision of high quality programs and services to high-need communities.

Prior to payment of invoices HCA will review and evaluate the performance of Contractor in accordance with the Contract and these performance expectations and may withhold payment if expectations are not met or Contractor's performance is unsatisfactory.

#### 3. CONSIDERATION

- 3.1 Any MHPP funds obligated under this Contract which are not expended by 6/30/2020 in Year 1 and 6/30/2021 in Year 2, may not be used or carried forward to any other Contract, and hence as of 6/30/2020 for Year 1 and 6/30/2021 for Year 2.

# Common Elements to Contracts

- Face Page
- Exhibits
- Statement of Work
- Terms and Conditions: General and Specific

# Common Elements to Contracts

- Face Page
- Exhibits
- Statement of Work
- Terms and Conditions
- Awards and Revenue (A&R)

AWARD AND REVENUES  
2019-2021 Biennium

CONTRACTOR NAME: ~~Washington State Health Care Authority~~

CONTRACT NUMBER: ~~19207~~

The above named Contractor is hereby awarded the following amounts for the purposes listed.

| REVENUE SOURCE CODE: | TYPE OF SERVICE                               | AWARD AMOUNTS |          |                      |
|----------------------|---|---------------|----------|----------------------|
|                      |   | SFY20         | SFY21    | Total 19-21 Biennium |
| 333.99.59            | SABG Prevention (7.1.19-6.30.21)              | \$            | \$       | \$                   |
| 334.04.6X            | GF-State- Admin (for SABG Prevention)         | \$            | \$       | \$                   |
| 334.04.6X            | Dedicated Marijuana Account-Fund 315-State    | \$            | \$       | \$                   |
| 334.04.6X            | GF-State Mental Health Promotion Project      | \$20,000      | \$20,000 | \$40,000             |
| 333.92.43            | 2018 PFS-Total                                | \$            | \$       | \$                   |
|                      | Year 1 FFY18 (7.1.19-9.29.19)                 | \$            |          |                      |
|                      | Year 2 FFY19 (9.30.19-9.29.20)                | \$            | \$       |                      |
| 333.92.43            | 2013 PFS No Cost Extension (7.1.19-9.29.19)   | \$            | \$       | \$                   |
| 333.37.88            | SOR-Total                                     | \$            | \$       | \$                   |
|                      | Year 1 FFY18 (7.1.19-9.29.19)                 | \$            |          |                      |
|                      | Year 2 FFY19 (9.30.19-9.29.20)                | \$            | \$       |                      |
| 333.37.88            | SOR Supplemental-Total                        | \$            | \$       | \$                   |
|                      | Year 1 FFY18 (7.1.19-9.29.19)                 | \$            |          |                      |
|                      | Year 2 FFY19 (9.30.19-9.29.20)                | \$            | \$       |                      |
| 333.37.88            | STR No Cost Extension-Total (8.15.19-4.30.20) | \$            | \$       | \$                   |
| Total Federal Funds  |   | \$            | \$       | \$                   |
| Total State Funds    |   | \$20,000      | \$20,000 | \$40,000             |
| TOTAL ALL AWARDS     |   | \$20,000      | \$20,000 | \$40,000             |

Federal CFDA:

Substance Abuse Block Grant (SABG), CFDA 93.959, Substance Abuse and Mental Health Services Administration (SAMHSA)

Funding period(s): 7.1.19-6.30.21: Funds may be used in SFY 20 or 21 up to the total biennium award as indicated above.

# Key Terms

- **Contract Manager or Designee**
- **Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System (Prevention MIS or Minerva)**
- **A-19**
- **Reimbursable costs and/or cost reimbursement contract**
- **Funding allocation**
- **Period of performance services costs**
- **On-going services**
- **Billing and payment**

# CBO Performance Statement of Work

- Regular annual schedule of prevention services.
  - Community awareness activities.
- Budget adjustments:
  - Change of more than 10% of total budget needs approval.
- Action Plan/Budget revisions.

# CBO Funding-Specific Additional Requirements

- Mental Health Promotion Project:
  - Implement at least 1 Youth Mental Health First Aid.
  - Implement at least 1 Community Awareness Project.
- State Opioid Response:
  - Participate in the bi-annual National Drug Take-Back days in April and October.
  - Disseminate the statewide Opioid Response campaign, Starts with One.

# Media Materials


- Cite funding source on publications developed with HCA/DBHR funds.
- Submit media materials and publications to DBHR prior to publication.
  - DBHR will respond within 5 working days.
  - List of exceptions provided.
- Logo and media guidelines found here:  
[www.TheAthenaForum.org/communication-strategies-guidelines-and-tools](http://www.TheAthenaForum.org/communication-strategies-guidelines-and-tools)


# Reporting Requirements

- Cost-reimbursable, performance-based contracts.
- Reporting requirements:
  - Ensure unduplicated reporting.
  - All required demographics collected and entered.
  - Staff trained in Minerva data entry and back-up.
- Evaluation tools (i.e., pre/post tests).
  - Required for all direct services if at least half of the participants in each group are over the age of 10.



# Prevention Activity Data Reports

| Reporting Period  | Report(s)   | Report Due Dates  | Reporting System       |
|---|---|---|------------------------|
| Annually  | Enter programs listed on approved Strategic Action Plan by HCA into Minerva.  | Within 30 days of Strategic Action Plan approval                      | Minerva                |
| As requested  | GPRA Measures.  | As requested  | Minerva                |
| Monthly   | Prevention activity data input for all active services including community coalition coordination staff hours and efforts, services, participant information, training, evaluation tools and assessments. | 15 <sup>th</sup> of each month for activities from the previous month | Minerva                |
|  Quarterly | CPWI Quarterly Reporting.   | October 15, January 15, April 15, July 15                             | Minerva                |
| As requested  | As required by SAMHSA.  | As requested  | Minerva or as required |

 This is only done for CPWI.

# Requirements

- Background Checks:
  - DBHR monitors during on-site visits.
- Services & Activities to Ethnic Minorities and Diverse Populations:
  - Services delivered with sensitivity to all diverse populations.
  - Improve access, retention and cultural relevance of prevention services for ethnic minorities and diverse populations.

# Requirements (cont.)

- Single Source Funding
  - One source of funds at any given time.
  - No billing for the same service more than once and only with one funding source.
- Federal Block Grant Requirements
  - Charitable Choice CFR 42 Part 54.
  - Notice of Federal Funds.
  - Follow Circular conditions and requirements.
  - Contract termination notice.

# Subcontracts

- Prior approval required on subcontracts and sub-recipients:
  - Send boilerplate to DBHR for review prior to entering into contract.
- Subcontract language requirements:
  - Follow the list of required inclusions in contract.
  - Be sure to include the HIPAA Business Associate Language.

## Subcontracts (cont.)

- Subcontract monitoring:
  - Submit monitoring plan to DBHR.
  - Annual on-site reviews by contractor of subcontractor:
    - Send written documentation/reports to DBHR.
  - Monitor Minerva data entry:
    - All data entry is due on the 15<sup>th</sup>.
    - Work with subcontractors to ensure compliance.

# Approved Training

- Specific Training is approved with strategic plan, action plan, or email request for approval by DBHR PSM if not in plan.
- Follow government rates for per-diem, hotel, and flights – coach flights.

# Training overview

Please check Athena Forum for ongoing updates on various trainings-  
<https://www.theathenaforum.org/event-calendar/month>.

| Name of Training                                  | Who Attends?   | When?  |
|---|--|--|
| <b>Monthly TA and Monitoring Calls**</b>          | DBHR Prevention System Manager; CBO staff; CPWI staff; for CPWI, ESD/SAPs invited to attend. | Monthly with specific time and date scheduled by attendees.                                      |
| <b>Monthly Minerva Technical Assistance Calls</b> | DBHR Prevention System Manager; CBO staff; CPWI staff.                                       | Hosted by DDBHR; Occurs monthly; upcoming 02/15/2020.  |
| <b>Learning Community Meetings**</b>              | DBHR Prevention Team; CPWI staff; CBO staff; OSPI; ESD/SAPs staff.                           | Hosted by DBHR, occurs bi-monthly; upcoming 03/23/2020.  |
| <b>Coalition Leadership Institute*</b>            | DBHR Prevention System Manager; CPWI staff; for CPWI, ESD Prevention Directors.              | Occurs annually.<br>5/26/2020 – 5/28/2020<br>Lacey, WA<br>Check Athena for registration updates. |

\*Required for CPWI Coordinators.

\*\*Required for CPWI & CBO Coordinators. 39

# Training overview, continued

| Name of Training                                   | Who Attends?   | When?   |
|--|--|---|
| <b>Substance Abuse Prevention Skills Training*</b> | New coordinators. Within six months of hire.   | 2 upcoming DBHR-hosted sessions:<br>03/30/2020 – 04/02/2020<br>05/18/2020 – 05/21/2020<br><i>Visit Athena for more updates!</i> |
| <b>Prevention Summit**</b>                         | Prevention professionals in WA state   | 11/02/2020 – 11/03/2020   |
| <b>All-Provider Meeting**</b>                      | DBHR Prevention System Manager; CBO staff; CPWI staff; for CPWI, OSPI; ESD/SAPs; Tribal Prevention Partners. | 11/04/2020  |
| <b>Annual Contractor Training</b>                  | All Contractors (Fiscal Agents, Contract Contacts, or Designees)   | Annually; TBD   |

\*Required for CPWI Coordinators \*\*Required for CPWI & CBO Coordinators.



# Applicable Exhibits

- There may be exhibits applicable to specific contracts as part of the contract.
- Exhibits are clearly labeled, and clearly indicate to which contractors they apply.
- Exhibit supplement contract, not replace.

# *Q & A: Contracts*

# Reporting & Billing

# Who is part of the billing process?

- Performing Entity Staff
- Coordinating Entity Staff
- Contracted Entity Staff
- HCA Accounting Office
- HCA/DBHR A-19 Intake Manager
- HCA/DBHR Prevention System Manager
- HCA/DBHR Supervisors
- HCA Fiscal Office

## What is needed for successful billing?

- Service data reported in Minerva.
- Use the most up-to-date A-19 template.
- A-19 Excel file correctly completed and labeled with correct file naming convention.
- A-19 PDF file correctly completed, signed, and labeled with correct file naming convention.
- Both files sent to [a-19DBHR@hca.wa.gov](mailto:a-19DBHR@hca.wa.gov) with correct email subject line with PSM cc-ed.
- Only include one billing month per email.

## What is needed for successful billing?

- Costs invoiced are approved costs per Action Plan and Budget.
- Costs invoiced are allowable costs per funding source and related rules and regulations.
- Back-up documentation in Minerva supports costs invoiced.
- Excel and PDF A-19 are complete and accurate.
- Will not overdraw (utilization rate).

# Naming Convention

An **original invoice** for Happy County for service month and year December 2019 would be named as:

**K0000HappyCounty20191200Px**

**ContractNumber** **ContractedEntityName** **YYYYMM** **Invoice#** **Px/CBO/MHPP**

**ContractNumber** **Name of Contracted Entity** **Year** **Service Month**  
**Invoice Number** **Px or CBO or MHPP**

If **CBO** contractor, add CBO at end.

If **MHPP** contractor, add MHPP at end.

If contractor has **CPWI and CBO or MHPP**, please use Px at end.

# Naming Convention, continued

The first **supplemental invoice** for Happy County for service month and year December 2019 would be named as:

**K0000HappyCounty20191201Px**

- E. Use the following **naming convention** for the **Subject Line of the email** and as the title of the PDF and Excel file for each month's A-19 invoice: **Contract Number/Contractor name/Service Year/Service Month/Billing#/Px or CBO**.
- For example a County's December 2019 original invoice for **CPWI Prevention** would be: **K0000SampleCounty20191200Px**.
  - If there is a **Supplemental Invoice** for December it would be: **K0000SampleCounty20191201Px**.
    - If you are a **CBO contractor**, please add "**CBO**" to the end of the title (For example **K0000SampleCBO20191200PxCBO**)
  - If we deny and return the A-19 to you for correction prior to approval the invoice is **still an original and is still 00 for the billing #**. For example, if we returned the Sample County's December invoice for a reporting error or due to a correction, when it is re-submitted, it **would still be titled K0000SampleCounty20191200Px**. *If needed for your files you may want to keep a copy with the revision number on it, but that should be kept locally.*



# Naming Convention, continued

The first **supplemental invoice** for Happy County for service month and year December 2019 would be named as:

We'll cover this in future trainings, but for now please note the difference between *re-submitting* an invoice and submitting a *supplemental invoice*.

**Until an invoice is approved, it has the same number.** Once approved, if further invoicing is needed for the same month of service, begin using supplemental numbering.

Px

# Sample A-19

FORM STATE OF WASHINGTON  
A19-1A INVOICE VOUCHER

AGENCY NAME  
**DSHS/BHA/Division of Behavioral Health and Recovery  
PO Box 45525  
Olympia WA 98504**

VENDOR OR CLAIMANT  
**org and address here**

AGENCY NO.  
3000 **contract number here**

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY **Signature, Title and Date for PDF**  
(title) (date)

TAX IDENTIFICATION NUMBER MONTH AND YEAR OF SERVICE RECEIVED BY DATE RECEIVED

| BARS | PROGRAM NAME ACTIVITY           | CSAP Strategy and Activities-Prevention | IOM                | SABG     | GFS    | PFS      | DMA       |           | Total    |
|------|---------------------------------|---|--------------------|----------|--------|----------|-----------|-----------|----------|
|      |                                 |   |                    |          |        |          | EBP / RBP | Promising |          |
| 11.1 | Admin                           |   |                    |          | 160.00 | 448.00   | 344.00    |           | 952.00   |
| 21   | Community-Based Coordination-Px |   |                    |          |        |          |           |           |          |
| 22.5 | Community Coalition Coordinator | Community-Based Process                 | Universal-Indirect | 700.00   |        | 1,300.00 |           |           | 2,000.00 |
| 22.5 | Community Coalition             | Community-Based Process                 | Universal-Indirect | 50.00    |        |          |           |           | 50.00    |
| 22.7 | Training                        | Other                                   |                    | 250.00   |        |          |           |           | 250.00   |
| 22.2 | Positive Action                 | Education                               | Universal-Direct   |          |        | 300.00   | 1,500.00  |           | 1,800.00 |
| 22.6 | Social Norms                    | Environmental                           | Universal-Indirect |          |        |          |           | 200.00    | 200.00   |
| 22.3 | Community-based Mentoring       | Alternatives                            | Selective          |          |        |          | 1,300.00  |           | 1,300.00 |
| 22.1 | Good Behavior Game              | Information Dissemination               | Universal-Direct   |          |        | 2,500.00 |           |           | 2,500.00 |
| 22.7 | Good Behavior Game Training     | Other                                   | Universal-Indirect |          |        |          |           |           |          |
| 22.7 | Guiding Good Choices Training   | Other                                   | Universal-Direct   | 1,000.00 |        | 1,500.00 | 1,500.00  |           | 4,000.00 |

# Tips for successful billing

- Establish a communication plan with your program staff and fiscal staff to ensure that costs are coded to the appropriate program/activity.
- Ensure that ALL data is reported in Minerva on time for all programs and strategies being billed each month.
- Pre-populate the A-19 with approved programs in action plan/budget.

# Reporting & Minerva

- For new grantees, reporting and invoicing are needed before Action Plan & Budget Process is complete.
- DBHR will create and approve in Minerva the approved programs for CBO Community-based Prevention Services grantees.

# Reporting & Minerva, continued

- There are follow-up steps needed to ensure reporting and invoicing are completed.
- ***We need to know via email to [PrevMIS@hca.wa.gov](mailto:PrevMIS@hca.wa.gov):***
  - Who is responsible for Minerva data entry? Is it the fiscal agent or another person?
  - Does that person need a Minerva account?

# Process Flow for Reporting & Invoicing

- **Per contract, reporting is due by the 15<sup>th</sup> of the month following the month of service.**
- **Example:**
  - Full Coalition meeting on December 12, 2019.
  - December 2019 is the service month and year.
  - Reporting due on January 15, 2020.

# Pulling it all together

- 1. Create an A-19 template** with correct program information (one-time/infrequent task).
- 2. Complete required reporting** in Minerva.
- 3. Run the Services by Performing Entity and Program Report (SPEP-R)** to verify data entry.
- 4. Create invoice** (Excel and signed PDF) for month of service.
- 5. Submit!**

# Final Resources and Tips



# Resources

- The Athena Forum at [www.TheAthenaForum.org](http://www.TheAthenaForum.org):
  - Clearinghouse for prevention professionals in Washington State.
  - Account required for Coordinators.
  - Log-in needed to post items, but not to download.
  - Portal for OWL E-Learning site.
- Let's take a look at The Athena Forum!

# Specific Athena Forum Resources

- News from DBHR.
- Information for All providers, including Minerva.
- Announcements, including funding sources and job postings.
- Community library, for sharing and downloading documents.
- Events calendar, for posting by DBHR and providers of events.

## Specific resources, continued

- For new Coordinators, the new Coordinator welcome page is a really useful one-stop shop:  
[www.TheAthenaForum.org/NEW CPWI Coordinator](http://www.TheAthenaForum.org/NEW_CPWI_Coordinator)
- CPWI guides and forms, including the CPWI Guide:  
[www.TheAthenaForum.org/tags/cpwi-guide-guidance-and-forms](http://www.TheAthenaForum.org/tags/cpwi-guide-guidance-and-forms)
- Tribal Prevention and Wellness Programs:  
[www.TheAthenaForum.org/resources-for-providers/tribal-prevention-and-wellness-programs](http://www.TheAthenaForum.org/resources-for-providers/tribal-prevention-and-wellness-programs)

# Training and Technical Assistance

- The Athena Forum [www.TheAthenaForum.org](http://www.TheAthenaForum.org)
- Participate in training and technical assistance provided by DBHR Staff, your Contract Manager, or your Prevention System Manager.

**Questions?**