



**STATE OF WASHINGTON  
HEALTH CARE AUTHORITY**

626 8th Avenue, SE • P.O. Box 42730 • Olympia, Washington 98504-2730

April 13, 2020

Dear Substance Use Disorder Prevention Contractor:

**SUBJECT: Program Cost Clarification**

This letter is to provide clarification for Contractors who are interested in requesting approval to invoice the Washington State Health Care Authority (HCA), Division of Behavioral Health and Recovery (DBHR) for certain program costs that are incurred prior to face-to-face direct services beginning. **Please note that the Contractor continues to have the option to bill for the services below once the face-to face direct program or training is initiated which has been the long-standing practice; this letter is in response to the request for clarification on the process for billing for costs incurred prior to initiation of face-to-face programs or training.**

All services shall be directly related to implementing part of the approved Strategic and/or Action Plan. If it is not included in an approved Strategic and/or Action Plan, the Contractor may submit a request to the DBHR Section Manager or designee for approval of these program-related costs at least ten days prior to cost being incurred. The Contractor's request may be noted and included in the submission of Strategic and/or Action Plan updates for review and approval by DBHR. If the timelines in the Strategic and/or Action Plan change, a request must be submitted to DBHR for re-approval.

Requests may be made by e-mail and should include:

- a) Name of the program the costs are related to;
- b) Specific connection to Strategic and/or Action Plan;
- c) Expected start date of face-to-face direct services; and
- d) How Contractor will ensure that the program will be completed in full.

If granted approval, the Contractor agrees to all reporting requirements as noted below.

DBHR will consider requests for the following:

1. Request to purchase and invoice for substance abuse prevention curricula (product), upon physical receipt of the product, up to six months in advance of program face-to-face direct service delivery start for the purposes of adequate planning and preparation for program implementation.

- (1) If approved, Contractor shall report purchase of the product in the DBHR SUD Prevention and MH Promotion Online Reporting System (Minerva) following the instructions found in the "Program Start Up Activities" document, posted here: <http://TheAthenaForum.org/MKB>.
- (2) If approved, the costs associated with the curricula purchase shall be reflected under program name and appropriate Center for Substance Abuse Prevention (CSAP) Strategy on the A-19 for the month that the product was received.
  - (a) If the program is not implemented in full according to the program developer's design and the approved Strategic Plan's annual Action Plan, the Contractor shall be responsible for the return of the entire curricula to DBHR as a contribution to the Lending Library or provided to a DBHR designated community. DBHR will not reimburse the Contractor for the shipping costs.
  - (b) In cases where there was a program application or software license purchase made for the program, that program application or software license shall be transferred over to DBHR or provided to a DBHR designated community.

Note: If no request is made the Contractor may use the current practice of billing for program-related costs in the month that the program begins.

2. Request to invoice DBHR upon receipt of training registration fee costs, flights and hotel deposit not more than two months prior to the training event. Note: Any other travel related costs may not be billed until travel is complete and should be billed to the month that the travel occurred.
  - (1) If approved, Contractor shall report the training registration fee costs as a Session under the Training Profile Activity Log in the DBHR SUD Prevention and MH Promotion Online Reporting System (Minerva) as they are reflected on the A-19 invoice; (under Training CSAP Strategy "Other") as they would for all training costs, but with the Session titled: [Title of Training] Registration Fee. Instructions for building Training Program Profiles can be found in the "Training Program Profile" document, posted here: <http://TheAthenaForum.org/MKB>.
  - (2) If approved, upon completion of the training the Contractor shall report all other costs associated with the training event in a Session in the Training Profile Activity Log that is separate from the original "registration fee" entry by the 15<sup>th</sup> of the month following the month the training is completed. Instructions for reporting Training can be found in the "Training Program Profile" document, posted here <http://theAthenaForum.org/MKB>.

(a) If the Contractor does not complete the training, they shall be responsible for returning funds reimbursed for registration fee, flight, and hotel deposit cost to DBHR.

Note: If no request is made the Contractor may use the current practice of billing for all training costs once the training is complete.

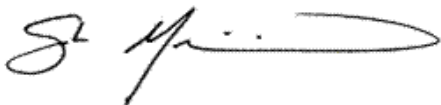
3. Request to invoice HCA for prevention staff time spent planning and organizing for face-to-face direct service delivery up to six months prior to face-to-face direct service delivery start date.

(1) If approved, Contractor shall report planning staff time in the "Program Start Up" Activity Log in the DBHR Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System following the instructions found in the "Program Start Up Activities" document, posted here: <http://theAthenaForum.org/MKB>.

Note: If no request is made the Contractor may use the current practice of entering prevention staff time spent planning and organizing for face-to-face direct service delivery as indirect staff time to that program and bill for them in the month of the first face-to-face direct service.

Thank you in advance for your cooperation and assistance. Please do not hesitate to contact your Prevention System Manager if you have any questions.

Sincerely,



Sarah Mariani, CPP

Section Manager, Substance Use Disorder Prevention and Mental Health Promotion Section  
Division of Behavioral Health and Recovery

By email

cc: Kasey Kates, Tribal and CPWI Implementation Supervisor, DBHR, HCA  
Alicia Hughes, CBO and Grant Development Supervisor, DBHR, HCA  
Jennifer Hogge, Mental Health Promotion and Integration Supervisor, DBHR, HCA