

FY 19-20 Cost Report Training Chat Questions & Answers

Q: What is a 356 & Rev Report?

A: 356 is what DBH calls the consolidated total units of service; Revenue report is what you receive on a monthly bases, it is more detailed and includes client information.

Q: Does the 356 report apply to IMD (non-medi-cal) provider?

A: No, 356 is for Medi-Cal

Q: I get no medi-cal funding - should I be in this meeting?

A: Every provider who receives reimbursement from DBH must do a Cost Report.

Q: Is it a separate report for each period?

A: The 356 Report will be separated for each period that DHCS is requesting.

Q: Why are there different periods this year?

A: The periods are different this year due to COVID

Q: Just to clarify for the separate periods do we have to prepare separate reports for the periods or can we separate them by line on one report? For the same contract to clarify.

A: The template will have the different date periods, there will not be a separate cost report for each time period

Q: How do we access these reports?

A: Reports will be posted on your FTP site – we will email you when they are ready for you to access.

Q: I do not know how to access the FTP. Can someone help me with that?

A: To get FTP access you need to call or email the DBH helpdesk at 909.386.9730 or DBH-IT-HELPDESK@dbh.sbcounty.gov.

Q: Should we contact Jillian if we are missing any reports?

A: Yes, you can contact Jillian. She can coordinate with the Accountants to make sure you get what you need.

Q: Do these financial statements have to be audited statements??

A: No, they do not need to be audited, but we will accept (prefer) Audited Financials if you have them.

Q: I have 1 contract with 6 reporting units. How do I combine the 6 cost reports into 1 to balance to financial?

A: Cost Reports are completed by program. If you have multiple RU's or locations, you will need to consolidate on one report. If you have multiple programs, you will need to complete a Legal Entity Cost Report also.

Q: Can the cost report be condensed to 8.5 by 11?

A: We cannot make the cost report fit a regular size paper

Q: Are there different rates for each period?

A: At this time, we have the same rates all year.

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Q: Is the CCR the same for each period then.

A: At this time, yes.

Q: I am only mode 5 SF 65 non medi-cal, so this form is only for medi-cal programs?

A: On the MH 1901 Schedule B you will still need to put your Mode and Service Function for the units and place the one.

Q: What mode do non-medi-cal programs put a 1?

A: Any mode and service function you have in your program that is not Medi-Cal eligible

Q: I don't have medical units and I am using Mode 5/36

A: Write down the mode and service function and place a 1

Q: All my costs relate to this program but that does not balance to what the county pays me. How do I identify excess costs? The spreadsheet makes me balance to county payments

A: It should be what is on your Financial Statement to what is claimed to DBH

Q: If the PPP loan was obtained from Small Business Loans, does this apply

A: If it was used to pay for a DBH program.

Q: Do we list PPP loans if none of the loan proceeds were allocated to pay DBH program employees?

A: PPP Loans should only apply if they were used to pay for a DBH program.

Q: Shouldn't PPP loans only be included if it has been formally forgiven?

A: We are going to have a meeting with our Deputy Director to see if we can get further clarification

Q: The PPP loans were not obtained from DBH but from Small Business Loans Program

A: We understand that.

Q: If you do not presume the loan will be forgiven, do you need to remove it?

A: We will get better clarification from our Deputy Director.

Q: PPP loan has not been forgiven as of 06/30. It is on my financial as a payable.

A: DBH does not have control on how your financial reports are prepared

Q: Would that topic be addressed in writing?

A: Since different providers may have used the PPP funding differently it will need to be discussed and handled individually. We will also see if our Deputy Director has better clarification of this process.

Q: Does MHSA and MHSA matching go on MHSA line

A: Yes, goes on the same line as the 1992

Q: Where will we be able to find the recording?

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A: DBH website <https://wp.sbcounty.gov/dbh/for-providers/fiscal/> If you found this, it's probably near.

Q: Will mode 5 show here? (Not sure which slide was being shown)

A: Yes Mode 5, 10, 15, 45 and 60

Q: What if the number of units billed is more than the contract?

A: You will only get paid up to the contract amount.

Q: I do not understand that. All my costs relate to the County mode of service. So if I make any income you will take back money from my contracted rate?

A: It will depend on how your contract is written

Q: If you find that the cost report submitted has an error is there time to correct that?

A: The Accountants will work with you individually until everything is correct

Q: How will I know my documents were received and if I am missing anything?

A: Jillian will email you as we receive your information and let you know if we are missing any items.

Q: Is this Cost Report process the same for SUD?

A: No it is different for SUDRS

Q: Will there be a SUDRS cost report presentation?

A: You would need to contact SUDRS for their timelines

Q: Should the invoices match the cost report?

A: Prepare your cost report with the costs that you have already invoiced. If your costs have changed prior to Oct 6 2020 submission, please send a revised invoice of your claimed costs. But if you have submitted your costs on the cost report on Oct 6, and it changed after that date, do not submit a revised invoice. You may send us the new financial statement and an explanation of the difference of the adjustment. During the cost report review we will either adjust the cost report according or deem it non-material enough to change prior to sending it to DHCS on December 20.

Key Reminders:

- Have all invoices submitted prior to the submission of your cost report, Oct. 6, 2020
- Double check all of your expenses to make sure they are recorded in the right mode of your cost report
- If you complete your cost report prior to deadline, please submit as soon as completed
- If you are unable to complete your cost report prior to deadline, please notify DBH in ample amount of time, otherwise, we may choose to enforce the non-compliance part of your contract.