

# FY2223 Mental Health Community Based Organization (CBO) Cost Report Instruction

# Agenda

- ▶ FY2223 MH CBO Cost Report Timeline
- ▶ FY2223 MH CBO Cost Report Intro
- ▶ Get Ready for the Cost Reporting
- ▶ FY2223 MH CBO Cost Report and Instruction
- ▶ FY2223 CBO Cost Settlement Process

# FY2223 MH Cost Report Timelines

- |                                 |  |
|---------------------------------|--|
| ➤ 6 months prior to Upcoming FY | Anticipated Contract Development starts        |
| ➤ July 1                        | Beginning of Fiscal Year (FY)                  |
| ➤ Monthly                       | Monthly Invoice Due                            |
| ➤ June 30                       | Ending of Fiscal Year (FY)                     |
| ➤ July 30                       | Final Invoice and Reconciliation due to county |
| ➤ <b>September 30</b>           | <b>CBO Annual Cost Report due</b>              |
| ➤ December 15                   | Cost Settlement with CBOs                      |

# FY2223 MH CBO Cost Report Intro

- ▶ Cost Report
  - ▶ Is an annual report required by the federal/state
  - ▶ Calculates cost per unit by service function
  - ▶ Determines estimated net medical entitlement (federal financial participation [FFP]) for each legal entity
  - ▶ Identifies uses and sources of funding
  - ▶ Monitors performance contracts
  - ▶ Serves as source for county fiscal year-end cost information

# Get Ready for the Cost Report

- ▶ Complete Year-End Final Unit and Payment Reconciliation:
  - ▶ For questions or concerns related to Payment Ledger and Unit and Payment Reconciliation, please contact Rachel Hansen at [Rachel.Hansen@sonoma-county.org](mailto:Rachel.Hansen@sonoma-county.org)
- ▶ Obtain Board approved Published Rate Chart for FY2223
- ▶ Prepare Income Statements by budgeted program which show:
  - ▶ Revenue received
  - ▶ Program expenditures (Salaries and Benefits, other Direct Costs, Indirect Costs)
  - ▶ Revenue Offsets if any

*Note: Information submitted on Cost Report must match Income statement*

# FY2223 MH CBO Cost Report

- ▶ What's New in FY2223
  - ▶ Two reporting periods
    - ▶ 7/1/2022 to 5/11/2023
    - ▶ 5/12/23 to 6/30/2023
  - ▶ Published Rate Chart is required
  - ▶ Cost Report Checklist and Certification: digital signature is required to replace handwritten signature

# FY2223 MH CBO Cost Report(Cont'd)

- ▶ Template will be available online
- ▶ FY2223 MH CBO Cost Report template will be available online.

Document consists of 3 tabs:

- ▶ Instructions
- ▶ Cost Report Template
- ▶ Service Code Crosswalk

*Please read Instructions before populating the FY2223 Cost Report*

# FY2223 MH CBO Cost Report(Cont'd)

## ▶ FY2223 MH CBO Cost Report Template

### ▶ CBO Profile

6	Legal Entity Number:	_____
7	CBO Name:	_____
8	Contact Person:	_____
9	Phone Number:	_____
10	Budgeted Program Name:	_____

### ▶ Program Profile

10	Budgeted Program Name:	_____
11	Reporting Unit Number(s):	_____
12	Contract Max:	_____

### ▶ Reporting Periods

13	Reporting Period:	7/1/2022 to 05/11/2023
32	Reporting Period:	5/12/2023 to 6/30/2023

# FY2223 MH CBO Cost Report(Cont'd)

## ► FY2223 MH CBO Cost Report Template

- Enter Costs for Salaries and Benefits, other direct costs, indirect costs and **Less: Revenue Offsets From Other Sources:**

Salaries and Employee Benefits
Other Direct Costs
Indirect Costs
Less: Revenue Offsets From Other Sources
<b>Net Costs (auto-fills)</b>

- List total Unit of Service for each program

Total Program Units of Service
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- Enter Provisional rate and Published Rates per Unit

Provisional rate in FY22/23 contract (Exhibit B)
Published rate per unit

# CBO Annual Cost Report (Cont'd)

- ▶ Required Back-up Documentation
  - ▶ Annual CBO Cost Report Certification and Checklist (web form)
  - ▶ Annual CBO Cost Report, broken by two periods
  - ▶ Published Rate Chart
  - ▶ Income Statements (Profit & Lost), broken by two periods
  - ▶ Other documentation/Worksheets (RVS if applicable) for costs (optional)
  - ▶ Reconciliation of Units (optional)

# CBO Cost Settlement Process

1. Review submitted CBO Cost Reports and back-up documents
2. Units and payment reconciliations
3. Generate Cost Settlement Workbook
  - A. LCCC: Lower of Contract Rate, Publish Charge, or Cost
  - B. In total, cost settle up to Contract Max
4. Send Cost Settlement Package to CBO

# Contact List

Name	Area of responsibility	Email	Phone number
Catherine Wellman	Revenue Manager Oversees Revenue Management Unit Fiscal Contracts-Cost Report	Catherine.Wellman@sonoma-county.org	(707) 565-4861
Ruby Zhang	Fiscal Analyst Cost Reporting - Cost Report reconciliation	Ruby.Zhang@sonoma-county.org	(707) 565-7846
Rachel Hansen	Mental Health Payments and Reconciliations	Rachel.Hansen@sonoma-county.org	(707) 565-5153
DHS-Fiscal- CostReporting	Cost report related email	DHS-Fiscal-CostReporting@sonoma- county.org	



**THANK YOU**

