

REPORTING REQUIREMENT MATRIX

Document 1F(a)

COUNTY SUBMISSION REQUIREMENTS FOR THE DEPARTMENT OF HEALTH CARE SERVICES (DHCS) AND/OR THE DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS (ADP)

Fiscal Year 2012-13

Division/Branch/ Section	Name of Document, Report, or Data	Due Date(s) to ADP or DHCS	Authority for ADP/DHCS Requesting Document/Report/Data	Purpose of Report/Document/Data
Division of Administration, Audit Services Branch	A-133 Audit Report	3/31 (Annually)	OMB Circular A-133 Single Audit Report	Requirement of Single Audit Act for audits of federal funds
Office of Criminal Justice Collaboration (OCJC) – Driving Under the Influence (DUI)	DUI Programs Compliance	Counties are required to monitor DUI programs every 6 months and submit a compliance report to ADP.	HSC Section 11837.6(b)	To monitor program compliance with statutes and regulations
OCJC – Parolee Services Network (PSN)	Statewide PSN Weekly Participant County report	By Close of Business on Mondays for the prior Saturday through Friday period	Interagency Agreement with the California Department of Corrections and Rehabilitation (CDCR)	To obtain client participant count by type of modality (residential or outpatient)
OCJC – PSN	PSN Quarterly Data Report to include the Invoice	45 days from the end of the quarter (refer to PSN Bulletin 11-01)	Interagency Agreement with CDCR	Allow cumulative tracking of county PSN information and approval of expenditures (via the invoice)
OCJC – PSN	PSN Annual Work Plan	For Fiscal Year 2012-13, the due date is August 31, 2012	Interagency Agreement with CDCR	Primary document specifying the exact services that each county purchases with it's PSN funding

Division/Branch/Section	Name of Document, Report, or Data	Due Date(s) to ADP or DHCS	Authority for ADP/DHCS Requesting Document/Report/Data	Purpose of Report/Document/Data
Information Management Services Division (IMSD) - Data Management Services Section	CalOMS Treatment Data Files	45 days after the end of the reporting month (Monthly)	HSC Sections 11755(o)	Meet federal requirements for reporting client treatment data and to provide data needed by state and counties for planning, budgeting and reporting
IMSD - Data Management Services Section	Drug and Alcohol Treatment Access Report (DATAR) Data Files	10 days after the end of the reporting month (Monthly)	45 CFR 96, Sections 96.126 and 96.131	Meet federal capacity/waiting list requirements and to provide data needed for capacity management
Licensing and Certification (LCD) - Policy and Program Support Branch (PPSB), Program Support	Annual License Renewal for Narcotic Treatment Programs (NTPs)	5/31 (Annually)	CCR, Title 9, Section 10055(b)(2)	Recommendation for each NTP license renewal
LCD - PPSB, Program Support	Initial Licensure for NTPs	Once before ADP reviews	CCR, Title 9, Section 10040	A certification of need for the proposed NTP, a certification that all local ordinances, fire regulations, and local planning agency requirements have been complied with, and a recommendation for program licensure
LCD - PPSB, Program Support	Relocation for NTPs	Once before ADP reviews	Policy	Recommendation for new program address

Division/Branch/ Section	Name of Document, Report, or Data	Due Date(s) to ADP or DHCS	Authority for ADP/DHCS Requesting Document/Report/Data	Purpose of Report/Document/Data
LCD - PPSB, Program Support	NTP County Certification Form	Once before ADP approves	Policy	Recommendation <ul style="list-style-type: none"> - patient slot increase - patient slot decrease - to allow NTPs to enter patients into maintenance treatment without two year history of opiate addiction and without two failed detoxes.
LCD - PPSB/Program Support	Adolescent Waiver	Every time an adult program wants to serve adolescents (Only Once)	Title 9, Section 10605	To demonstrate need for adolescent services
LCD - PPSB/Program Support	Alcohol and Other Drug (AOD) Program Certification	Prior to Certification (Once and if relocation occurs)	Alcohol and/or Other Drug Certification Standards 3035(c)	Zoning approval
LCD - PPSB/Program Support	Application for Certification and/or Licensure	Prior to Review and Approval (Continuous until approval as well as at renewal either annually or biannually)	Title 9, Section 11834.01 for Residential Licensure. Title 9, Section 10010 for Narcotic Treatment Programs. Policy for Certification.	To apply for licensure or certification
PSD – Prevention	California Outcome Measurement Service (CalOMS) - Prevention	Entered continually. County must review to assure accuracy. SFY quarters due 1/31, 4/30, 7/31, and 10/31 (due 30 days after calendar quarter).	Data required for SAPT block grant application Contract requirement	National Outcome Measure data is required for SAPT block grant funding

Division/Branch/Section	Name of Document, Report, or Data	Due Date(s) to ADP or DHCS	Authority for ADP/DHCS Requesting Document/Report/Data	Purpose of Report/Document/Data
PSD - Prevention	County prevention plan – Strategic Prevention Framework	In place by 7/1/07 Plans may cover more than one year.	Contract requirement	County plan is required to have a) problem statements, b) goals and c) objectives in CalOMS Prev so provider service data can be linked with the objectives
PSD – Prevention	Primary Prevention Med-Year Budget	January 31 for each current year	Contract requirement	Used as monitoring tool
PSD – Treatment, Program and Fiscal Policy Branch (PFPB), Fiscal Section	Quarterly Federal Financial Management Report (QFFMR)	Beginning with federal award year: March 1 for October through December period; June 1 for January through March period; September 1 for April through June period; and December 1 for July through September period	SAMHSA grant requirement	Ensure counties do not have more than 30 days worth of federal funds on hand. In addition, allows ADP to determine whether counties are at risk of losing funding from the failure to spend funds.
PSD – Treatment, Program Management Branch (PMB)	County Monitoring Instrument	30 days from receipt of request (Annually)	45 CFR Part 96, Contract Requirement	SAPT BG reporting requirement.
PSD – Treatment, Program Management Branch (PMB)	County Policies and Procedures	ADP = 30 days from receipt of request (Annually)	45 CFR Part 96, Contract Requirement	SAPT BG reporting requirement.
PSD – Treatment, PMB	Certification of SAPT BG Compliance	ADP = 30 days from receipt of request (Annually)	45 CFR Part 96, Contract Requirement	SAPT BG reporting requirement.

Division/Branch/Section	Name of Document, Report, or Data	Due Date(s) to ADP or DHCS	Authority for ADP/DHCS Requesting Document/Report/Data	Purpose of Report/Document/Data
PSD – Treatment, PMB	Monitoring mechanisms used to monitor subcontractors	30 days from receipt of request (Annually)	45 CFR Part 96, Contract Requirement	SAPT BG reporting requirement.
PSD – Treatment, PMB	Charitable Choice Regulation	30 days from receipt of request (Annually)	42 U.S.C. 300x-65, 42 CFR Part 54, 45 CFR Part 96	SAPT BG reporting requirement.
PSD – Treatment, Fiscal Management and Accountability Branch (FMAB)	Cost Reports including applicable Drug Medi-Cal (DMC) forms	November 1 (Annually)	W&I Code 14124.24	Ensure expenditures meet Federal and State requirements
PSD – Treatment, FMAB	Contract	Within 60 days after notification of final allocation	HSC Section 11758.10	To encumber funds
Department of Health Care Services (DHCS) – Drug Medi-Cal (DMC) Division – FMAB	DMC claims and invoices	Within 30 days from the end of the service month	Contract Title 22, Section 51490.1	To bill for AOD DMC services to Medi-Cal beneficiaries
DHCS – DMC Division - FMAB	DMC Form = Multiple Billing Override (DHCS Form MC 6700)	As Required Per Form Instructions	Title 22, Section 51490.1	To report DMC services that have been provided for the same client on the same day
DHCS – DMC Division - FMAB	DMC Forms = Good Cause Certification (DHCS Forms MC 6065A or MC 6065B)	As Required Per Form Instructions	Title 22, Section 51490.1	To report the reason for late submission of DMC claims

Division/Branch/ Section	Name of Document, Report, or Data	Due Date(s) to ADP or DHCS	Authority for ADP/DHCS Requesting Document/Report/Data	Purpose of Report/Document/Data
DHCS – DMC Division - FMAB	DMC Forms = Certified Public Expenditure Form (ADP 100224)	At the time the claim is submitted	Contract, ADP Bulletin #11- 17	To issue reimbursement of Federal Medicaid funding to counties.
DHCS – DMC Division - FMAB	DMC Forms = DMC Claim Submission – County Operated Providers (DHCS Form MC 8187)	To be Retained by County = At the time claim data is submitted to the county	Contract	For county's certification of claims to be true and accurate of county operated services in order for reimbursement to be issued
DHCS – DMC Division - FMAB	DMC Forms – DMC Claim Submission – County Contracted Providers (DHCS Form MC 8186)	To be Retained by County = At the time claim data is submitted to the county	Contract	For county's certification of claims to be true and accurate for county contracted provider services in order for reimbursement to be issued