

Cal-HOP Invoicing Tip Sheet

Preliminary	Requirements
<p>All Documents:</p> <ul style="list-style-type: none"> ▪ Invoice Summary Statement ▪ Detailed Table of Contents ▪ Attestation ▪ Milestone Supporting Documentation (NPI/TIN and QPO Name must be included and match with approved onboarding plan) ▪ Description of Supporting Documentation ▪ Milestone Detail Report <p>Ensure each document is correctly labeled, that documents are scanned correctly (I.e. Not upside down, cut in half, or sideways) and all documents are clearly legible.</p>	<p>Submit by email to: CalHOPInvoices@dhcs.ca.gov</p> <ul style="list-style-type: none"> ▪ We recommend using a Zip file to submit all supporting documents ▪ The Table of Contents and Description of Supporting Documentation should be formatted to include: <ul style="list-style-type: none"> ○ A description of the specific milestone or milestones the information is intended to demonstrate, identification of the sender and recipient of the transmitted data, and the date of information exchange. ○ For supporting documentation under Milestone 2b, a Qualified HIO must only provide proof of access to the HIO-maintained CURES interface.

Milestone Detail Report	Requirements
<p>The submitted Milestone Detail Report must be the most recent version available on the DHCS Cal-HOP Website or otherwise provided by DHCS staff at the time of invoice submission. Additional charges may not be included in the Milestone Detail Report after the preliminary invoice has been approved are not acceptable</p>	<ul style="list-style-type: none"> ▪ Do not add, delete, or remove any columns or rows, due to formula calculations ▪ Billing Period: Must begin with a September 1, 2020 start date or later, no exceptions ▪ Must be sent as an Excel spreadsheet for our review process and forwarding to Accounting for payment

Final	Requirements
<p>The final invoice must reflect the approved preliminary invoice, otherwise it will be denied.</p> <p>The Final Invoice must include the following:</p> <ul style="list-style-type: none"> • An Invoice Summary Statement with an original signature and date in blue ink • An approved Milestone Detail Report. • Supporting Documentation for Milestones does not need to be resubmitted alongside the final invoice if previously approved. <p>For the duration of the COVID-19 public health emergency, DHCS will accept a digital signature.</p>	<p>Submit by US mail to: Department of Health Care Services Attention: Errin Horstkorta 1700 K Street - MS Code 0004 P.O. Box 997413 Sacramento, CA 95899-7413</p> <p>AND</p> <p>Submit by email to: CalHOPInvoices@dhcs.ca.gov</p>

Milestone 1 Documentation	Requirements
<p>Supporting Documentation for Milestone 1: Initiate Participation in Cal-HOP must include:</p> <ul style="list-style-type: none"> ▪ A DHCS designated attestation signed by the QHIO. ▪ A participation agreement, which meets all requirements in the Cal-HOP contract; or ▪ A Letter of Interest which utilizes the DHCS template. 	<ul style="list-style-type: none"> ▪ The date of signature for the letter of interest or participation agreement may precede the date of the Cal-HOP contract. ▪ Until January 15, 2021, DHCS will make a Milestone 1 payment upon receipt of a signed letter of interest or a participation agreement regardless of whether all of the required elements for a participation agreement are present. ▪ A signed DHCS-designated attestation form shall include the physical signature or certified digital signature of the Qualified HIO representative and either the electronic signature or upon condition of approval by DHCS, an email which certifies implementation of the relevant interfaces by the Qualified Provider Organization. ▪ For Milestone 1 only, the attestation may be submitted without the additional signature of the QPO.
Milestone 2a Documentation	Requirements
<p>Supporting Documentation for Milestone 2a: ADT must include:</p> <ul style="list-style-type: none"> ▪ A DHCS designated attestation signed by the QPO and QHIO. ▪ A copy of a transaction log or a de-identified HL7 message (or other equivalent documentation) to and from the Qualified HIO and Qualified Provider Organization to demonstrate completion of the milestone. 	<ul style="list-style-type: none"> ▪ A signed DHCS-designated attestation shall include the physical signature or certified digital signature of the Qualified HIO representative and either the electronic signature or upon condition of approval by DHCS, an email which certifies implementation of the relevant interfaces by the Qualified Provider Organization. ▪ Invoices for milestones completed after the beginning of the Cal-HOP contract must be signed by the Qualified Provider Organization.

Milestone 2b Documentation	Requirements
<p>Supporting Documentation for Milestone 2b: CURES Integration must include:</p> <ul style="list-style-type: none"> ▪ A DHCS designated attestation signed by the QPO and QHIO. ▪ Proof of integrated CURES access in the form of screenshots, user access logs, or other relevant documentation to demonstrate the milestone. 	<ul style="list-style-type: none"> ▪ A signed DHCS-designated attestation shall include the physical signature or certified digital signature of the Qualified HIO representative and either the electronic signature or upon condition of approval by DHCS, an email which certifies implementation of the relevant interfaces by the Qualified Provider Organization. ▪ Invoices for milestones completed after the beginning of the Cal-HOP contract must be signed by the Qualified Provider Organization.
Milestone 3 Documentation	Requirements
<p>Supporting Documentation for Milestone 3: Advanced Interfaces must include:</p> <ul style="list-style-type: none"> ▪ A DHCS designated attestation signed by the QPO and QHIO. ▪ A copy of a transaction log, sample continuity of care document, a de-identified example transaction, or other relevant documentation to demonstrate completion of this milestone. ▪ An explanation of the submission and all interface(s) demonstrated by the documentation. 	<ul style="list-style-type: none"> ▪ A signed DHCS-designated attestation shall include the physical signature or certified digital signature of the Qualified HIO representative and either the electronic signature or upon condition of approval by DHCS, an email which certifies implementation of the relevant interfaces by the Qualified Provider Organization. ▪ Invoices for milestones completed after the beginning of the Cal-HOP contract must be signed by the Qualified Provider Organization. ▪ Documentation must be provided to demonstrate all interfaces applied toward the minimum number of required interfaces for this milestone (3 for ambulatory providers or 5 for hospitals). Documentation should be sufficiently labeled to indicate which interfaces are demonstrated by the submission. Documentation of additional interfaces beyond the minimum required to meet this milestone should also be provided as necessary and applicable.

CURES Invoice Requirements	Requirements
<p>Invoices submitted under the CURES Interface Agreement shall follow all general procedures for invoice submission as noted in the above sections. Each CURES Invoice should contain the following documentation:</p> <ul style="list-style-type: none"> • Invoice Summary Statement • Milestone Detail Report • An Executed MOU for the CURES Program • DOJ Acknowledgement of Project Completion 	<ul style="list-style-type: none"> • A document of acknowledgement from the DOJ that the CURES interface was successfully established. • A copy of the fully executed MOU between DOJ and the Qualified HIO. • A signed Summary Statement, prepared on Contractor letterhead and signed by an authorized official, employee or agent certifying that the invoices claimed represent actual allowable costs incurred for service performed under this Contract. • An itemized invoice, submitted in the MDR template, that details expenditures including, but not limited to, fees, employee and contractor costs, and required system upgrade costs necessary to establish interface.