



Department of Health Care Services
BULLETIN 2021-004

DATE: 10/019/2021

TO: Navigators Project Partners Counties and Community-Based Organizations

FROM: Medi-Cal Health Enrollment Navigators Project (Navigators Project)

SUBJECT: June Extension Final Guidance

The Department of Health Care Services (DHCS) is in the process of implementing the final phase of the Navigators Project, which was extended to June 30, 2022. On September 30, 2021, DHCS provided a forum, in which a presentation was given on the Navigators Project extension and it was later emailed to all Partners.

This memo supplements that presentation and serves as final guidance to Partners extending their agreements to June 30, 2022, and it provides clear instructions to all Partners regarding closeout activities, reporting requirements and deliverables regardless of their prospective end date.

The DHCS Navigators Project (NP) has an estimated \$1.5 million dollars of unallocated funds that will be disbursed to Partners requesting extensions.

Guidance and Instructions for all NP Partners is as follows:

Partners Performance Period Ending on December 31, 2021

December 31st Closeout Activities

- Must be completed by the agreement end date.
- If more time is needed for closeout activities please contact your NP analyst prior to December 31, 2021, to get a revised amendment allowing for billing during the closeout period.
- Activities conducted after December 31, 2021, will not be paid unless approved by DHCS (via an amendment) prior to the agreement's end date.

December 31st Deliverables Due Dates

- Submit monthly data submission and final invoice by **January 31, 2022.**
- Submit final quarterly reporting documents by **February 28, 2022.**

Partners Extending Performance Period to March 31, 2022

- March 31st Extensions
 - Submit your revised budget and work-plan to your NP analyst by November 5, 2021.
 - Remember to strike out old information and bold and underline new information.
 - If approved, your NP analyst will process your revised agreement and route to you for signature.

March 31st Closeout Activities

- Must be completed by the agreement end date.
- If more time is needed for closeout activities, please contact your NP analyst prior to March 31, 2022 to get a revised amendment allowing for billing during the closeout period.
- Activities conducted after March 31, 2022, will not be paid unless approved by DHCS (via an amendment) prior to the agreement's end date.

March 31st Deliverables Due Dates

- Submit monthly data submission and final invoice by **April 30, 2022**.
- Submit quarterly reporting documents by **May 31, 2022**.

Partners Extending Performance Period to June 30, 2022

June 30th Cost Extensions

- Partners will be notified via an award letter of the additional approved funding amount. Please note, the award amount may not total the amount requested.
- Your budget and work-plan must be revised to include the additional funding and submitted to your NP analyst.
- Revised budget and work-plan submissions can start immediately.
- Revised budget and work-plan documents must be received by November 15, 2021.
- Remember to strike out old information and bold and underline new information.
- Once the revised budget and work-plan documents are approved your NP analyst will route the amended agreement for your signature.

June 30th No Cost Extensions

- Submit your revised budget and work-plan to your NP analyst.
- Remember to strike out old information and bold and underline new information.
- Revised budget and work-plan submissions can start immediately.

- Revised budget and work-plan documents must be received by November 15, 2021.
- Once the revised documents are approved your NP analyst will route the amended agreement for your signature.

June 30th Closeout Activities

- All Navigators efforts and outreach activities should conclude on June 30, 2022.
- After June 30, 2022 Partners must complete remaining project administrative and closeout activities according to the following schedule:
 - FY 2021 Quarter 4 invoice by **July 31, 2022.**
 - June 2022 data submission by **July 31, 2022.**
 - FY 2021 Quarterly Narrative by **August 31, 2022.**
 - Corrections to data for prior months by **August 31, 2022.**
 - Final invoice for July-August of 2022 by **September 30, 2022.**

June 30th Deliverables Due Dates

- Monthly data submission and FY 2022 Q4 Invoice by **July 31, 2022.**
- Final reporting documents and any data corrections by **August 31, 2022.**
- Final invoice for July-August of 2022 closeout tasks by **September 30, 2022.**

The DHCS will notify all Partners extending their agreements of their approval and additional allocation award if applicable. **Please note, your request for additional funds may not be granted or may be granted at a reduced amount.**

If you have any immediate questions or concerns, please contact your Navigators Analyst or send an e-mail to the Navigators mailbox at HealthNavigators@dhcs.ca.gov.