

Gonzalez, Carolina (BHS)

From: HHSA, BHSCST
Sent: Tuesday, April 30, 2024 2:18 PM
To: HHSA, BHSCST
Cc: Bersabe, Junida
Subject: BHS Information Notice | FY2023-2024 Fiscal Year End Instructions
Attachments: 2024-04-30-BHS Contractor Memo - FY2023-2024 Fiscal Year End Instructions.pdf

This information is being sent to you on behalf of Junida Bersabe, Principal Accountant, Behavioral Health Services.

Hello,

This information is being sent to you on behalf of Behavioral Health Services (BHS). This notice contains information that may impact staff in your organization who are not on our distribution list. Please share with or forward to pertinent staff accordingly.

Should you have any questions, please contact your COR or Junida Bersabe for clarification.



To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	April 30, 2024
Title	BHS Fiscal Year End 2023-2024 Instructions

For timely payment of your invoices as the current fiscal year ends, please submit the following year-end documents within the due dates provided below.

DUE ON OR BEFORE	ITEM	SUBMIT DOCUMENTS TO
May 20, 2024	<p>Providers with <u>CalWORKs</u> funding/services – Submit preliminary invoices for May 2024 and June 2024, properly label as “<u>Cash Basis</u>” on top of invoice for ease in identification.</p> <p><i>(Note: Please do not include Non-Cash Basis cost centers).</i></p>	BHS.Claims@sdcounty.ca.gov
June 17, 2024	<p>All Contract Invoices – Submit June 2024 preliminary invoices for payment processing.</p> <p>The <u>preliminary invoices</u> submitted for June 2024 services should include expenses actually accrued <u>plus</u> any anticipated costs for all of June 2024.</p> <p>If preliminary invoices are not available, a list of estimated amounts should be submitted for accrual. The list should include contract number, program name, and the estimated amounts for the unclaimed month. The estimated list <u>will not</u> be processed for payment but will only be used for County accrual purposes.</p> <p>Invoices submitted for payments after the cut-off date are expected to have a 2-3 week delay in processing due to system closure.</p>	<p>BHS.Claims@sdcounty.ca.gov</p> <p>Providers who opt to submit estimates (not processed for payments but for accrual purposes only), please submit estimates to:</p> <p>junida.bersabe@sdcounty.ca.gov jing.hua@sdcounty.ca.gov kathleen.raagas@sdcounty.ca.gov</p>
Sept 15, 2024	<p>SUD Providers: Certification of Expenditures and Funding (CEF)</p> <p>MHS Providers: Final June 2024 Cost Report</p>	BHS.Claims@sdcounty.ca.gov

For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- Junida Bersabe, Principal Accountant, junida.bersabe@sdcounty.ca.gov, (619) 381-9560

Please note that the BHS Contractor Distribution List is based on authorized signatories listed on the BHS Contracts Signature Authorization Form (SAF). To update the recipient list for your organization, please coordinate with your respective COR. For any undeliverable emails, the contact will be removed from the BHS Contractor Distribution List.

Respectfully,

Contract Support Team (CST)
Behavioral Health Services

County of San Diego Health & Human Services Agency

BHSCST.HHSA@sdcounty.ca.gov

