



Date: September 25, 2020
To: ADAMH Board Contract Service Providers
From: Kythryn Carr Harris, Vice President of Clinical Services
Scott Fisher, CFO
Subject: Contract Year 2021 Agency Services Plan & Budget

Please review all Contract Year (KY) 2021 Agency Services Plan (ASP) and Budget Instructions, Forms and Templates before preparing your proposal. This year's ASP and Budget have significant material changes to the format and content.

KY 2021 ASP & BUDGET MATERIALS:

Instructions for the ASP and Budget, ASP Excel template, Budget Excel Template, ASP Program Narrative template, Prevention Program Description, and Cultural Competency Template have been attached to this email.

KY 2021 AGENCY SERVICES PLAN (ASP):

ADAMH's focus for the KY 2021 ASP will be to review changes in the system of care and the impact those changes have had on your services. We are focusing on the system of care across the continuum of service delivery, the life span and the intensity of needs throughout our community.

The ASP Instructions summarize the overall process for the KY2021 ASP/Budget submissions and provide guidance on the templates being provided and expectations for documentation

1. Crisis and Hospitalization Management plans from lead providers need to be submitted. This is outlined in Article 16.2.1 of the Provider Contract.
2. ADAMH has attached a spreadsheet listing your former allocations for which you completed a Program Narrative in the past. We ask you complete the new Program Narrative for the programs identified on the attached spreadsheet. You should also submit a Program Narrative for services not identified or those services previously covered in the General Claims allocation. This would include Adult Mental Health Treatment or Substance Use Disorder Treatment. You should also include a Program Narrative for Service Categories such as Crisis or Recovery Supports as those apply to the services delivered by your agency. Changes to the Program Narrative template are noted on the instructions.
3. Prevention services in need of submitting a Program Description are also noted on the attached spreadsheet. In KY2021, Program Descriptions will be submitted like Program Narratives through the email process rather than through SHARES as in years past. Changes to the Prevention Program Description template are noted on the instructions.
4. Continuity Of Operations Plans (COOP) or Disaster Plans need to be submitted. Even if your Plan is in the process of being updated, please send the current draft.
5. The Excel worksheets have been updated for KY 2021. Changes to the Agency Forms are noted on the instructions.

KY 2021 PROVIDER BUDGET

ADAMH's focus for the KY 2021 Budget will be to assess service intensity/mix and client volume for each allocation and to evaluate funding levels to projected Provider expenditures.

The 2021 Budget structure will be significantly different than previous years. While transitioning from SHARES to Smartcare, ADAMH has taken the opportunity to streamline our business environment with Providers. Key changes will be made in the following areas:

- Transition to System of Care (SOC) Allocations
 - ADAMH will be reassigning all allocations to 6 SOC categories in 2021 (Crisis, Treatment, Recovery Supports, Family Supports, Housing, Prevention)
 - Exempt block grants (not in SmartCare) will still be uniquely identified
 - This transition will simplify business operations for Providers and ADAMH and provide a higher degree of flexibility with allocations
- Adoption of BH Redesign code-set for Medicaid-eligible services
 - Rates will be set 5% higher than State Medicaid
- Reimbursement Methodology - 100% Block Grants
 - Shifting to 100% block grant reimbursement in 2021 to facilitate the transition from SHARES to SmartCare (maintain a consistent Provider cash flow)
 - The 90% minimum encounter claim threshold will be reduced to 80% for 2021 to facilitate the transition from SHARES to SmartCare
- Assign Fixed Rates for all Encounter Claims
 - The establishment of fixed rates is an evolutionary step in moving the system towards rewarding value and efficiency
 - All procedure code rates to fixed fee encounter values in 2021
 - Encounter claims represent the value of service rendered, not necessarily the provider's cost
 - 80% minimum threshold will be based either on value of service rendered or service volume utilization (units)
 - Value or volume driver will be determined during annual ASP/Budget process
- Code Consolidation & Group Member Utilization
 - Consolidate codes into core service activity
 - Remove population, location, and program descriptors
 - "Group Members" utilization will be streamlined
 - ADAMH is currently evaluating the use of this feature in SmartCare
 - For budgeting purposes, the Allocation Transition Grouping columns in the budget will be used to identify "programs" that currently allow Group Members

Please note the following regarding the 2021 budget:

- Please review the Budget Instructions prior to completing the budget template for detailed explanations of all of the 2021 budget changes.
- BH Redesign codes have been pre-loaded into the budget forms based on individual feedback from each provider. Please review these codes and email Tracy McConkey (tmconkey@adamhfranklin.org) if any codes need to be added to the budget template.
- Allocations & Clients worksheet:
 - SOC allocation distribution for investments requiring encounter claims is based on original 2020 budget submission
 - Enter projected expenses for each allocation
 - Projected expense will not necessarily match projected encounter claims or allocation.

- If requesting an allocation shift, projected expenses should support proposed shift between allocations
- Enter projected unique client counts for each allocation
- System of Care (SOC) Worksheets:
 - Providers may have up to six worksheets (one for each SOC category)
 - Enter projected unit volume for each service code
 - Enter projected unique client volume (using Z0000) in the unit column for any service code that utilizes a Allocation Transition Grouping (group member)
- Proposed SOC Shifts worksheet:
 - Enter any proposed shifts on this worksheet and enter a brief narrative in the area below.
 - Shifts should be budget neutral

SUBMISSION REQUIREMENTS:

1. Complete electronic initial ASPs and Budgets by **12:00 noon on Friday, October 23, 2020.**
2. Email all applicable documents to: aspbudget@adamhfranklin.org
 - a) Submit ASP Agency Forms and Budget worksheets in two separate Excel files.
 - b) Submit all Program Narratives and Prevention Program Descriptions in the PDF files provided.
 - c) Submit the cultural competency document in a separate Word document.
 - d) Combined email and attachment size must be under 10 MB; our system will reject larger submissions.
 - i) Please refrain from submitting “zipped” files. If necessary, please send multiple emails
 - ii) Please copy your CEO and CFO on your submission so a response can be sent to everyone
 - iii) Please include the name of your Provider as the **first words** in your subject line.
 - iv) If you do not receive a response confirming your ASP/Budget submission, please notify Sandra Thompson at sthompson@adamhfranklin.org
3. Verify that all documents are correctly completed and submitted simultaneously. The ADAMH Board will only review complete submissions. Provider’s failure to submit accurate and complete information in compliance with relevant guidelines and timelines may delay Budget approval, ASP approval, contract execution and block grant payments.
4. After the ASP and Budget are approved, Providers will be sent the 2021 Contract Addendum. Providers will be asked to sign the allocations and contract electronically, using a service called SignNow. The request from SignNow will look like this:



Your signed copy will be delivered by email once all parties have signed the document.
Information for signers is available here: <http://university.signnow.com/>

QUESTIONS:

Please submit ASP-Budget questions to aspbudget@adamhfranklin.org. A Frequently Asked Questions document can be found on the Provider Portal of the ADAMH website (<https://adamhfranklin.org/provider-portal/>)

Enclosures: Provider-Specific ASP and Budget Templates & Instructions

cc: Clinical Services Team
FBOT Managers
Central File