



**Date:** September 3, 2021  
**To:** ADAMH Board Contract Service Providers  
**From:** Kythryn Carr Harris, Vice President of Clinical Services  
Patrick McLean, CFO  
**Subject:** Contract Year 2022 Agency Services Plan & Budget

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Please review all Contract Year (KY) 2022 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 2022 ASP & BUDGET MATERIALS:**

Instructions for the ASP and Budget, ASP Excel template, Budget Excel template, ASP Program Narrative template, Prevention Program Description, and Culturally and Linguistically Appropriate Services (CLAS) information template have been attached to this email. In addition, providers may receive a Capital Update form as appropriate.

**KY 2022 AGENCY SERVICES PLAN (ASP):**

ADAMH's focus for the KY 2022 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 KY2022 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 Service/Program Narrative for the programs identified on the attached spreadsheet. You should also submit a Narrative for services covered in the general claims for Mental Health Treatment or Substance Use Disorder Treatment. You should also include a Narrative for Service Categories such as Crisis or Recovery Supports as those apply to the services delivered by your agency. Changes to the Narrative template are noted on the instructions.
3. Prevention services in need of submitting a Program Description are also noted on the attached spreadsheet. 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.
5. The Excel worksheets have been updated for KY 2022. Changes to the Agency Forms are noted on the instructions.

## **KY 2022 PROVIDER BUDGET**

ADAMH's focus for the KY 2022 Budget will be to assess service intensity/mix and client volume for each allocation and to evaluate funding levels to projected Provider expenditures.

The 2022 Budget structure is relatively unchanged from 2021. Key changes and items to note:

- ADAMH will continue to assign all allocations to 6 SOC categories in 2022 (Crisis, Treatment, Recovery Supports, Family Supports, Housing, Prevention)
  - Exempt block grants (not in SmartCare) will still be uniquely identified
- The reimbursement methodology will continue to be 100% Block Grants in 2022
  - The minimum encounter claim threshold will be restored to 90% for 2022
- ADAMH will continue to assign Fixed Rates for all Encounter Claims
  - Please note that ADAMH will not entertain rate adjustments during the 2022 ASP/Budgeting process. ADAMH will conduct a comprehensive review of all encounter values assignments after all 2021 claims have been submitted into SmartCare and may adjust rates in 2022 accordingly
- Lab Urinalysis – ADAMH has added a secondary procedure code (H0048 – Urine Drug Screening) that should be used to encounter claim lab costs. Providers should continue to use H0003 (Urinalysis-Lab Analysis) to encounter claim the cost associated with administering the test
- Please review the Budget Instructions prior to completing the budget template for detailed explanations of all of the 2022 budget changes.
- Allocations & Clients worksheet:
  - Discretionary funding has been increased by 3 percent for KY 2022 allocations
  - Several previously exempt block grants will require encounter claims in 2022. If your agency is impacted by this transition, special instructions will be added to the bottom of the “Allocation & Clients” worksheet
  - 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) Worksheet:
  - ADAMH has consolidated all SOC allocations into one worksheet for 2022
    - Please pay close attention to the assigned SOC (in Column C) when budgeting service volume for each procedure code
    - Enter projected unit volume for each service code
- Proposed SOC Shifts worksheet:
  - Enter any proposed shifts on this worksheet and enter a brief narrative in the area below
  - Proposed shifts are required to be budget neutral
- Proposed New Services worksheet:
  - Enter any proposed new services on the worksheet and enter a brief narrative in the area below.
  - A complete list of existing SmartCare procedure codes can be found in the Provider Portal: [Provider Portal | ADAMH Board of Franklin County \(adamhfranklin.org\)](https://adamhfranklin.org)

## **SUBMISSION REQUIREMENTS:**

1. Complete electronic initial ASPs and Budgets by **12:00 noon on Friday, October 15, 2021.**

2. Email all applicable documents to: [aspbudget@adamhfranklin.org](mailto: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 CLAS document in the template provided.
  - 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](mailto: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 2022 Contract. 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](mailto: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