

Date: September 14, 2022
To: ADAMH Board Contract Service Providers
From: Meg Griffing, Senior Director of Provider Relations
David Alexander, Senior Director of Finance
Subject: Contract Year 2023 Agency Services Plan & Budget

ADAMH is pleased to share that for contract year 2023 we are taking a different approach to the Agency Service Plan and Budget process. We are simplifying and streamlining the process for greater efficiency and a comprehensive review of the documentation. For providers that means reviewing the attached documents, updating the content as necessary and returning the Agency Service Plan and Budget documents to reflect the work to come in 2023.

This memo provides guidance on the process and instructions for completing each section in preparation for submission. There are no significant changes to the documents for 2023, nor are we requesting additional information beyond what was submitted last year. Along with this memo, the email contains the documentation submitted in 2022 for review.

Additional guidance documents and templates can be found in the Provider Portal on the ADAMH website. Look for the section titled 2023 ASP & BUDGET

ANNUAL PROVIDER MEETING

The annual provider meeting will be held on September 30, 2022, from 9:00am to 10:30am. This meeting will take place on Zoom. You should have received the invitation on Monday September 12. If you do not see the invitation, the link is listed below:

Topic: 2023 ADAMH ASP/Budget Providers Meeting
Time: Sep 30, 2022 09:00 AM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/89502314737?pwd=cFdBRcTtTkJ5SkZyT21ORDM0WEJYdz09>
Meeting ID: 895 0231 4737
Passcode: 257256

One tap mobile
+16468769923 89502314737# *257256# US (New York)

KY 2023 AGENCY FORMS

The KY2022 ASP Agency Form has been attached for your agency. The five tabs include:

- Board Info – Board officers and accreditation information
 - Staff Contacts – Key leadership staff and contact information
 - Demographics – Race, ethnicity & gender information for board members and employees
 - Housing Facilities – Name and location if it applies
 - Service Location Details – Service location, school district if it applies
1. Please review the content of each tab and update all information to accurately reflect the current information for your organization.
 2. Please rename the document “KY2023 ASP Agency Form”

3. Please submit with packet of all documents to aspbudget@adamhfranklin.org

KY 2023 AGENCY SERVICE PLAN

The 2022 Agency Service Plan documents have been attached for your agency as appropriate:

- Service-Program Narrative
 - Prevention Program Description
 - Prevention Performance Targets
 - Shool based Prevention – District Information Form
1. Please review the content of each document and update all information to accurately reflect the current information for your organization.
 2. Please complete documentation for any new programs that have begun since the previous ASP submission in 2021
 3. Please name or rename the documents KY2023
 4. Please submit all documents with packet to aspbudget@adamhfranklin.org

KY 2023 CRISIS & HOSPITALIZATION MANAGEMENT PLAN

The KY2022 Crisis and Hospitalization Management Plan has been attached for your agency if applicable. For more information, see Article 16.2.1 of the Provider Contract.

1. Please review the content and update all information to accurately reflect the plan for your organization.
2. Please rename the document “KY2023 Crisis and Hospitalization Management Plan”
3. Please submit with packet of all documents to aspbudget@adamhfranklin.org

INFRASTRUCTURE IMPROVEMENTS FOUNDATIONAL PAYMENT

ADAMH is offering in 2023 what the Health Care Payment Learning & Action Network (see <http://hcp-lan.org/workproducts/apm-refresh-whitepaper-final.pdf> for more information) refers to as a Foundational Payment for Infrastructure and Operations. Providers are eligible to request an amount of \$10,000 for enhancements to technology, systems, processes, etc. that are intended to ultimately improve care and operations. Please submit a Word document (250-word limit) that explains your agency’s intended usage of these funds; the document file should be named “Infrastructure Improvements Foundational Payment Utilization Plan”. The following content must be included in the submission:

- Proposed utilization of the funds
- Timeline of utilization
- Brief explanation of how the utilization of these funds will result in improved processes, care, and outcomes

Provider Relations staff will review the proposed utilization of these funds and will provide assistance as needed until approved. Ways to use these funds include but are not limited to the following:

- Electronic health record (EHR) system updates for outcomes collection (for example, integration with OQ-Analyst system)
- Software license upgrades (for example, new version of Excel)

- Purchase of tablet computers to improve efficiency of outcomes data collection from clients
- Care coordination process improvements
- Trainings for staff on emerging promising practices or models
- Salary support for staff responsible for outcomes data entry
- Enrolling in health information exchanges (HIE)

FIDELITY REVIEW

Please submit any fidelity reviews that have been completed since the previous ASP submission in 2021.

KY 2023 PROVIDER BUDGET

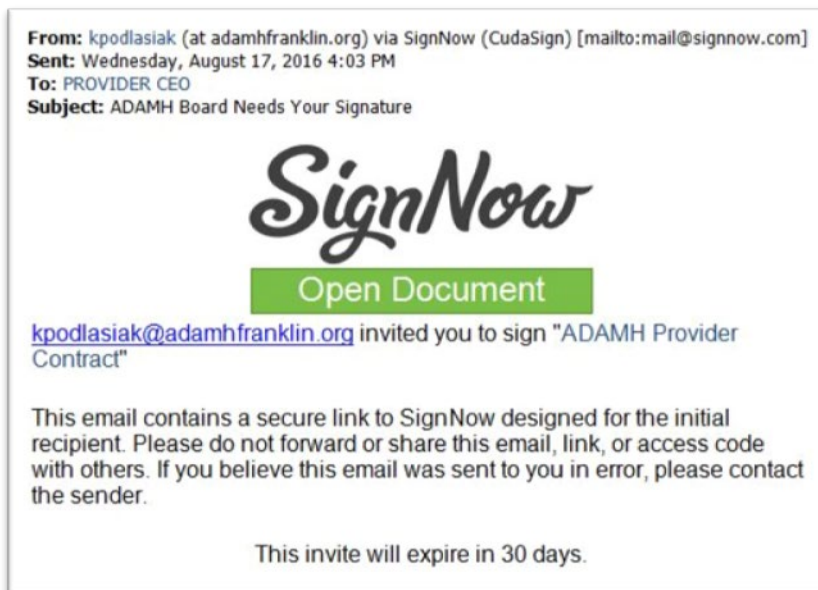
ADAMH's focus for the KY 2023 Budget will remain on assessing service intensity/mix and client volume for each allocation and evaluating funding levels to projected Provider expenditures.

The 2023 Budget structure will remain relatively unchanged from 2022. Key items to note:

- ADAMH will continue to assign all allocations to 6 SOC categories in 2023 (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 2023
 - The minimum encounter claim threshold will be 80% for 2023
- ADAMH will continue to assign Fixed Rates for all Encounter Claims
 - Please note, for 2023, all rates currently have been given a 2% increase from 2022 levels.
- Please review the Budget Instructions prior to completing the budget template for detailed explanations of all of the 2023 budget changes.
- Allocations & 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 2023
 - 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. Submissions are due by **12:00 noon on Monday, October 17, 2022**
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 updated and new Program Narratives and Prevention Program Descriptions
 - c) 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 Organization 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 2023 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. 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 Documentation & Instructions

cc: Provider Relations Team
FBOT Managers
Central File