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# Information Sharing

Residential Program's FY2017/18 Drug Medi-Cal Organized Delivery System (DMC-ODS) Enhancement Budget/Invoice Process and Inventory Report Sample - BHS 2018-004

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Recent substance use disorder program contract amendments added one-time funding in Fiscal-Year 2017-18 to cover qualified expenses supporting the DMC-ODS implementation. These "start-up" costs are to be invoiced on a cost-reimbursement basis, requiring cost reporting by expense category for reimbursement. Attached are instructions for invoice preparation and submission for DMC-ODS "start-up" costs and a sample filled template. As noted in the January 12<sup>th</sup>, 2018 Information Sharing Notice BHS 2018-001, there is a requirement of two quotes for expenses \$1,000 - \$2,500 and three quotes for expenses greater than \$2,500 with invoice submissions for DMC-ODS "start-up" costs.

Also, attached is a sample Inventory Report Form to track fixed asset and minor equipment purchases requiring inclusion in the Inventory Report per BHS Inventory Guidelines.

If you have any questions or concerns, please contact your Contracting Officer's Representative (COR).

#### Attachments:

BHS Info Sharing Notice - BHS 2018-004  
Instructions for Invoice Prep and Submission of DMC-ODS Costs  
BHS SUD Templates - NNR Contracts - INVOICE SAMPLE  
Inventory Report Form- Sample

BHS 2018-004