



# Fiscal Reporting Training FY 22-23 Prevention, Harm Reduction & Other Services, Needle Exchange Program, and DUI

Substance Abuse Prevention and Control Bureau  
County of Los Angeles Department of Public Health





# Fiscal Reporting Tool Introduction

- The purpose of the Fiscal Reporting process is to:
  - Ensure collection of the expenditure data
  - Meeting local, state, and federal funding requirements
  - Decrease administrative burden
  - Ensure provided services comply with relevant regulations and guidelines.
- The Fiscal Reporting process is in conjunction with all other reporting requirements issued by DHCS, which have changed under CalAIM provisions for treatment, prevention and harm reduction providers.



## Fiscal Reporting Tool Introduction (Continue)

- **Completion of the Fiscal Reporting process includes:**
  - An established deadline set by SAPC to facilitate information sharing and communication with provider agencies.
  - The timely submission of invoices, claims, and completion of the Fiscal Reporting Tool(s) to report program expenditure and facilitate transparency of the use of public funds.
  - Failure to submit accurate and complete information may disrupt provider agencies' ability to fully capture and claim all allowable costs in the Fiscal Reporting Tool.



## Fiscal Reporting Tool Introduction (Continue)

- **Provider Agency Fiscal Compliance:**
  - **Due Date:** All Fiscal Reporting Tool (FRTs) are due by **April 2, 2026**.
  - **Review Process:** SAPC Fiscal Report Analysts will review submissions and notify provider agencies if revisions are required.
  - **Revision Limits:** Provider will be allowed one (1) initial revision and one (1) secondary revision to adequately complete the review process within a reasonable timeframe and to meet the State's due date.
  - **Compliance Risk:** Delays in either the initial submission or subsequent revisions may jeopardize both SAPC and provider agency compliance with the State, and our ability to fulfill our shared Mission and Vision.
  - **Enforcement:** Contract action will be taken if due dates are not met.



# **Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool Training**



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool

- **TOPICS FOR DISCUSSION**

1. ALLOWABLE COST CALCULATION METHODOLOGY
2. FISCAL REPORTING TOOL SETTLEMENT
  - Lower of costs or charges
3. SUBMISSION GUIDELINES
4. SOURCE DOCUMENTS
5. FORM INSTRUCTIONS
6. SUBMISSION REQUEST

# Prevention, Harm Reduction, and Other Services

## Allowable Cost Calculation Methodology

### Cost Reconciliation Not Cost Reimbursement

SAPC contracts are now reimbursed at the lesser of costs or charges. This means at the end of the fiscal year; final payment will be based on cost reconciliation not cost reimbursement.



**Cost Reconciliation:** Settle up to, but not to exceed, the rate for services delivered to patients where allowable costs align with SAPC requirements including business and clinical capacity efforts outlined in the DHCS approved Fiscal and Rates Plan. This means if fee-for-service claims for patients served are below incurred costs, SAPC does not pay the difference (e.g., a loss).



**Cost Reimbursement:** Settle up to the substantiated costs of delivering services to patients which may exceed the established rates. This meant if fee-for-service claims for patients served was below incurred costs, SAPC paid the difference. This process ended for all SAPC contract agencies as of June 30, 2017.





## **Prevention, Harm Reduction, and Other Services**

### **Fiscal Reporting Tool Settlement - Lower of costs or charges**

“Reimbursement is limited to the provider’s actual costs less any reported revenues, such as Participant /client fees, third party revenue (insurance paid) etc., **up to the maximum contract amount.**”



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Settlement - Lower of costs or charges

### Illustrations – Cost Reconciliation (Part 1)

#### 1. Net Cost is Higher than Statement of Work (SOW) Amount

Net Cost	\$600,000
SOW Amount	\$500,000
Amount Billed	\$420,000
Amount Paid (a)	\$420,000
Allowable Cost (b)	\$420,000
Balance Due (County)/Provider (b-a)	\$0



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Settlement - Lower of costs or charges

### Illustrations – Cost Reconciliation (Part 2)

2. Net Cost is Lower than SOW Amount	
Net Cost	\$380,000
SOW Amount	\$500,000
Amount Billed	\$420,000
Amount Paid (a)	\$420,000
Allowable Cost (b)	\$380,000
Balance Due <b>(County)</b> /Provider (b-a)	<b>(\$40,000)</b>



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Settlement - Lower of costs or charges

### Illustrations – Cost Reconciliation (Part 3)

#### 3. Amount Billed is Higher than Amount Paid

Net Cost	\$480,000
SOW Amount	\$500,000
Amount Billed	\$480,000
Amount Paid (a)	\$420,000
Allowable Cost (b)	\$480,000
Balance Due <b>(County)</b> /Provider (b-a)	<b>\$60,000</b>



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Submission Guidelines

Providers must submit their cost reports accordingly:



- Fiscal Reporting Tool includes instructions outlining the steps for the Tool completion.
- Providers complete only the **yellow** highlighted areas in the Fiscal Reporting Tool.



# Prevention, Harm Reduction, and Other Services

## Source Documents for Completing Fiscal Reporting Tool

### 1. THE LATEST COUNTY APPROVED BUDGET

### 2. COST ALLOCATION PLAN

### 3. FINANCIAL RECORDS, INCLUDES BUT NOT LIMITED TO:

- General Ledgers
- Revenue reports
- Books of original entries: cash receipts/register, cash disbursement journal, etc.
- All records of funds expended, and costs reported are subject to review(s) and audit(s) by County, State, and/or Federal agencies.

### 4. OTHER RECORDS

- Units billed for the fiscal year



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions

- The Fiscal Reporting Tools can be downloaded from SAPC's website:
  - <http://www.publichealth.lacounty.gov/sapc/>
  - Select "**Providers**" drop down menu then select "**Manual, Bulletins, & Forms**"
  - Click on the "**Finance**" tab
  - Scroll down to find the "**FY22-23 Fiscal Reporting Tool Prevention, Harm Reduction & Other Services, NEP, and DUI Templates**"
  - Click on links for "**Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool – FY2022-23**"



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions (Continue)

### Tab (1) Provider Info and Cert:

- On the Fiscal Year line, indicate the Fiscal Year by changing the red **XX-XX** to the reporting year.
- Enter information in the **yellow** highlighted cells.
- Provider's Number should match the site address.
- Ensure the accuracy of information.
- Provide all requested information.



# Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool Form Instructions (Continue)

- Sample of a Fiscal Reporting Tool (Prevention, Harm Reduction, and Other Services):
  - Use this tab (2) Detailed Cost ICR 10% or Less if your agency does not have a federally approved Indirect Cost Rate.

Department of Public Health - Substance Abuse Prevention and Control Bureau

Prevention, Harm Reduction, and Other Services Fiscal Reporting - Detailed Costs Indirect Cost Rate 10% or Less

Fiscal Year 20XX-XX

Provider Number	0												
Indirect Cost 10% or less													
SECTION ( A ) - EXPENDITURES DESCRIPTION	From Accounting Records Total	Formula (General Ledger less Total Direct Cost) Indirect	Community Collaboration Program (CCP) Direct	Prevention Education Program (PEP) Direct	Friday Night Live (FNL) Direct	Capacity Building (CB) - SHSMA Direct	Client Engagement and Navigation Service (CENS) Direct	Housing Navigation Direct	Increased Access Service Direct	Training & Technical Assistance Direct	Outreach & Engagement Direct	Sobering Center Direct	Media Servi Direct
<b>Personnel Services</b>													
Salary and Wages		-											
Employee Benefits		-											
<b>Equipment, Materials and Supplies</b>													
Depreciation - Equipment		-											
Maintenance - Equipment		-											
Medical, Dental and Laboratory Supplies		-											
Membership Dues		-											
Rent and Lease Equipment		-											
Clothing and Personal Supplies		-											
Food		-											
Laundry Services and Supplies		-											
Small Tools and Instruments		-											
Training		-											
Miscellaneous Supplies		-											
Other		-											



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions (Continue)

### Tab (2) Detailed Cost Indirect Cost Rate (ICR) 10% or Less

#### SECTION (A) - EXPENDITURES DESCRIPTION

Enter the agency's ICR in the cell B5 prior to completing the cost report.

Column B: Enter the total cost (direct and indirect) from the agency's General Ledger for that site for each applicable line item from rows 11 through 53.

Column C: Formulated, no entry required. It represents Indirect Cost. This is the variance of the total expenses and total direct cost. Ensure that the indirect cost rate in the cell U57 is no more than 10% of Modified Total Direct Cost (MTDC), per Federal Register §200.414. **If your calculation results in ICR more than 10%, SAPC will adjust IC to 10%.**



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions (Continue)

### Tab (2) Detailed Cost ICR 10% or Less

#### SECTION (A) - EXPENDITURES DESCRIPTION

- Columns D to S: These columns are for “Direct Cost” only.  
Enter the agency’s direct cost that is attributable to each level of care for each applicable line item from rows 11 to 53. If the service you provided is not specified in any of the columns, enter the totals in Other Non-DMC Services (column S) and indicate the service type.
- Column T: Formulated, no entry required. This is the sum of Direct Cost (Columns D to S).



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions (Continue)

### Tab (2) Detailed Cost ICR 10% or Less

#### SECTION (A) - EXPENDITURES DESCRIPTION

Column V: Enter an explanation of how direct costs were identified to each applicable line item.

Row 57: Formulated, no entry required.  
This row automatically calculates the Indirect Cost Rate by dividing the Total Indirect Cost (Column C) by the Total Direct Costs (Column T). The calculated rate (subject to the applicable rate cap) is then applied to each direct cost center subtotal to determine the Indirect Cost allocation for each cost center.



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions (Continue)

### Tab (2) Detailed Cost ICR 10% or Less

#### SECTION (B) - REVENUE (EXCLUDE COUNTY REVENUE)

- 1: **Grand Total Cost:** Formulated, no entry required.
  
- 2: **Revenue:** Insurance Paid, Client Fees, Share Cost, Public Assistance (Food Stamps). Enter the total revenue in the columns D to S, if any.
  
- 3: **Net Cost:** Formulated, no entry required. It is Grand Total Cost less Revenue.



# Prevention, Harm Reduction, and Other Services

## Fiscal Reporting Tool Form Instructions (Continue)

### Tab (2) Detailed Cost ICR 10% or Less

#### **4. UNITS OF SERVICE** – Enter for respective Level of Care

- 4a. Total # of Units
- 4b. Total # of Hours
- 4c. Total # of Sessions Provided
- 4d. Total # of Participants



# Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool Form Instructions (Continue)

- Sample of a Fiscal Reporting Tool (Prevention, Harm Reduction, and Other Services):
  - Use this tab (2a) Detailed Cost FED ICR if your agency has a federally approved Indirect Cost Rate.

**Department of Public Health - Substance Abuse Prevention and Control Bureau**  
**Prevention, Harm Reduction, and Other Services Fiscal Reporting - Detailed Costs with Federally Approved Indirect Cost Rate**  
**Fiscal Year 20XX-XX**

<b>Provider Number</b>	0												
<b>Federally Approved ICR</b>													
SECTION (A) - EXPENDITURES DESCRIPTION	From Accounting Records	Formula (General Ledger less Total Direct Cost)	Community Collaboration Program (CCP)	Prevention Education Program (PEP)	Friday Night Live (FNL)	Capacity Building (CB) - SHSMA	Client Engagement and Navigation Service (CENS)	Housing Navigation	Increased Access Service	Training & Technical Assistance	Outreach & Engagement	Sobering Center	Mi
	Total	Indirect	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct
<b>Personnel Services</b>													
Salary and Wages		-											
Employee Benefits		-											
<b>Equipment, Materials and Supplies</b>													
Depreciation - Equipment		-											
Maintenance - Equipment		-											
Medical, Dental and Laboratory Supplies		-											
Membership Dues		-											
Rent and Lease Equipment		-											
Clothing and Personal Supplies		-											
Food		-											
Laundry Services and Supplies		-											
Small Tools and Instruments		-											
Training		-											
Miscellaneous Supplies		-											
Other		-											
<b>Operating Expenses</b>													
Communications		-											

Instructions (1) Provider Info and Cert (2) Detailed Cost ICR 15% or Less **(2a) Detailed Cost FED ICR** (3) Cost Summary



## Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool Form Instructions (Continue)

### Tab (2a) Detailed Cost FED ICR

- This tab should be completed if you have a Federally Approved Indirect Cost Rate (FED ICR).
- Enter the FED ICR in the cell B5 prior to completing the cost report.
- Enter the Indirect Cost amount in the cell B55. After entering the remaining information, ensure that the Indirect Cost Rate in the cell U57 is equal or less than the approved FED ICR. **If the calculated ICR is greater than FED ICR, SAPC will adjust ICR to the approved FED ICR.**



## Prevention, Harm Reduction, and Other Services Fiscal Reporting Tool Submission Request

- Deadline – **April 2, 2026.**
- Providers must retain (per Record Retention and Audits requirements) the information used to complete the Fiscal Reporting Tool in an organized manner consistent with current LA County policy.
- The information may be used during audits and/or reviews by other LA County department(s), DHCS, etc.
- Send the electronic file in **Excel Format** to your assigned SAPC Fiscal Report Analyst or e-mail below.
- E-mail the scanned original signed signature page to the e-mail address below.
- Questions can be submitted to the e-mail below.

[SAPC-Finance@ph.lacounty.gov](mailto:SAPC-Finance@ph.lacounty.gov)



# NEEDLE EXCHANGE PROGRAM (NEP)



## **Needle Exchange Program (NEP)** **Fiscal Reporting Tool Submission Request**

Needle Exchange Program (NEP) apply the same process as the Prevention, Harm Reduction, and Other Services, with some minor differences.

**Providers must submit their cost reports accordingly:**



- The Fiscal Reporting Tool includes instructions outlining the steps for the tool completion.
- Provider complete only the **yellow** highlighted areas in the Fiscal Reporting Tool.
- NEP Fiscal Reporting Tool settlements is based on the lower of costs or charges, up to the maximum **funding sources** budget amount in the contract.



- **The Fiscal Reporting Tool for NEP can be downloaded from SAPC's website:**
  - [www.publichealth.lacounty.gov/sapc](http://www.publichealth.lacounty.gov/sapc)
  - Select the “**Providers**” drop down menu then select “**Manual, Bulletins, & Forms**”
  - Click on the “**Finance**” tab
  - Scroll down to find the “**FY22-23 Fiscal Reporting Tool Prevention, Harm Reduction & Other Services, NEP, and DUI Templates**”
  - Click on the link for “**Needle Exchange Program (NEP) - Fiscal Reporting Tool- FY2022-23**”



# **DRIVING UNDER THE INFLUENCE (DUI) PROGRAM**



- The Fiscal Reporting Tool for **DUI** can be downloaded from SAPC's website:
  - [www.publichealth.lacounty.gov/sapc](http://www.publichealth.lacounty.gov/sapc)
  - Select the “**Providers**” drop down menu then select “**Manual, Bulletins, & Forms**”
  - Click on the “**Finance**” tab
  - Scroll down to find the “**FY22-23 Fiscal Reporting Tool Prevention, Harm Reduction & Other Services, NEP, and DUI Templates**”
  - Click on the link for “**DUI Fiscal Reporting Tool- FY2022-23**”



## **DUI** - Provider Info and Certification - Tab 1

- This form is a required component of your fiscal reporting tool package and certifies that:
  - The cost report is true, accurate, complete, and prepared in accordance with applicable County, State, and Federal laws, regulations and guidelines.
  - All supporting records will be maintained for a period of three (3) years.
  - Any individual who misrepresents, falsifies, omits essential information, and/or conceals material facts may be subject to prosecution under applicable County, State, and/or Federal laws.



## **DUI** - Provider Info and Certification - Tab 1(cont.)

- Fill out the data accurately and complete the required fields highlighted in **yellow** for each section.
- Indicate the Provider's Number. The Provider Number should match the address on the site.
- Enter the name of the individual who responsible for preparing the fiscal reporting tool.
- Mail the original signed Provider Information and Certification documents to SAPC.



## **DUI** Fiscal Reporting – Tab 2

- Fill out the data accurately and complete the required lines highlighted in **yellow** for each section.
  - **Number of participants**: Enter the total number of participants
  - **Section 1 Expenditure**: Enter actual expenditures
    - Personnel Services
    - Equipment / Facility Depreciation
    - Operating Expenses
  - **Section 2 Revenue**: Enter actual collected amount for each site
  - **Section 3 Excess Fees**: Data entry is not required



## **DUI Excess Fees Calculation:**

- The total program revenue generated minus Program Expenses (in excess of 10% of total program revenue). The provider may retain this 10% excess fee and return the remaining to the participants or use it for program operations.
- Complete the Excess Fees calculation to determine the amount of excess fees.
- Agency may retain up to 10% of total program revenue.

Total Gross Expenditures	\$ 238,210.00	(a)
Total Collected Participant Fees	\$ 269,498.00	(b)
Profit / Surplus	\$ 31,288.00	(c=b-a)
<u>Excess Fees Calculation</u>		
10% of Total Collected Participant Fees	\$ 26,949.80	(d)
Profit / Surplus	\$ 31,288.00	(e)
(Excess Profit) / No Excess Profit	\$ (4,338.20)	



**Deadline** – Providers complete and submit Fiscal Reporting Tool to SAPC by **April 2, 2026**.

- ✓ E-Mail the completed Fiscal Reporting Tool report in **Excel** format with scanned **original wet signed certification in PDF** Format to
  - ❖ Daniel Yen [dyen@ph.lacounty.gov](mailto:dyen@ph.lacounty.gov)
  - ❖ With cc'ing Maurilio Mendez [MMendez@ph.lacounty.gov](mailto:MMendez@ph.lacounty.gov)
  
- ✓ Questions submit to :
  - ❖ [SAPC-Finance@ph.lacounty.gov](mailto:SAPC-Finance@ph.lacounty.gov)



Questions can be sent to  
**[SAPC-Finance@ph.lacounty.gov](mailto:SAPC-Finance@ph.lacounty.gov)**

Thank you for your time and dedication in helping complete this important process.