

Document Type:¹

☒ Policy & Procedure

☐ Process Guideline

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☐ Plan

☐ System Description

Retired: _____

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Document Scope: (applies to Policy & Procedure only)

- ☒ The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
- ☐ The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers².
- ☐ The requirements herein apply both to GCBH BH-ASO and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To define the processes of maintaining documentation of revenues and disbursement of funds.

POLICY

- A. Greater Columbia Behavioral Health, LLC BH-ASO (GCBH BH-ASO) maintains its documentation of revenues and disbursements of funds in accordance with the State of Washington Budgeting, Accounting, and Reporting System (BARS), and the Washington State Health Care Authority's (HCA) Contract.

PROCEDURE

1. GCBH BH-ASO Fund: A maintained separate fund for all GCBH BH-ASO revenue and expenditure transactions.
2. Investments: Reserve funds and fund balance are invested as authorized by GCBH BH-ASO with any interest from such investments to be retained by GCBH BH-ASO and used in accordance with RCW 48.13. Interest earned on Network Provider funding retained at GCBH BH-ASO is allocated to the Network Provider's account.
3. Revenues: All revenues are deposited by GCBH BH-ASO into a designated account as stipulated in the GCBH BH-ASO Inter-Local Operating Agreement. Duties are segregated between the functions of receipting revenues and making deposits, when staffing is available.
4. Billing Procedure:
 - 4.1. GCBH BH-ASO submits, as requested or permitted, a request for reimbursement of consolidated contract funds using the State's Invoice Voucher (Form A19-1A) on a monthly basis, or as required in the current contract or as otherwise directed.
 - 4.2. GCBH BH-ASO requests reimbursement of other budgeted contract funds on a monthly basis, or as required in the current contract, in accordance with the contract budget as evidenced by proper invoice.
 - 4.3. Requests for reimbursement may not exceed the amount appropriated.
 - 4.4. The billings are itemized to show the exact amount due for each category identified in the budget. This may be done on one invoice voucher.

- 4.5. GCBH BH-ASO meets any other billing requirements specified in the Statements of Work.
- 4.6. GCBH BH-ASO submits final billings in accordance with the contract.
5. Expenditures: GCBH BH-ASO uses a voucher system for expenditures and disbursing funds to its Network Providers. Funds are only expended for the purposes of achieving:
- a) The performance and outcome terms of the GCBH BH-ASO contract with the HCA, the MCOs, and DOC; and
 - b) compliance with the requirements of WAC 388, RCW 71.05, 71.24, and 71.34, and the intentions of the State Appropriations Act.
- 5.1. Claims for payment for Network Providers are processed at least once a month.
- 5.2. GCBH BH-ASO prepares all vouchers. Duties are segregated between the functions of purchasing, voucher preparation, and the issuing of warrants or ACHs, when staffing is available.
- 5.3. GCBH BH-ASO verifies the accuracy of all claims for payment, issues vouchers, and submits them.
- 5.4. Vouchers are processed by GCBH BH-ASO, which issues warrants or ACHs and releases them.
- 5.5. On a monthly basis, the GCBH BH-ASO Executive Committee reviews the warrant registers of expenditures and vouchers to approve all expenditures. GCBH BH-ASO maintains a file for warrant approvals.

APPROVAL


Karen Richardson or Sindi Saunders, Co-Director's


Date