

## Instructions for completing and submitting Aging and Disability Services Contractor Payment Request and Resource Summary (Exhibit 8)

The District Center Payment Request and Resource Summary serves as the monthly reimbursement request document and provides other resource information by service category. The invoice and back-up documents are due by the 5<sup>th</sup> working day of the month following the month of service. Back-up service data and invoice must match for payment to be processed in a timely manner by ADS.

### INSTRUCTIONS

1. Fill in Agency Name, Address, and Agency Code.
2. For each service contracted with ADS please list the following:
  - Month and year of service
  - Number of Billed Units - total services provided during report month

The units are documented on the following reports/documents:

<u>Service Category</u>	<u>Document</u>
Focal Point	Focal Point Activities Report (CS-23)
Information and Assistance	Monthly I & A Report (CS-30)
Case Management	Turnaround Disk
(Includes OAA, OPI, Family Caregiver, Incomplete Assessment, Alzheimer's)	
Health Promotion Services	Focal Point Activities Report (CS-23)
(Includes Health Screening, Exercise or Physical Fitness, Wellness Education, Mental Health Service, Medication Management)	

- Unit Rate for service - current contracted rate of each service
- Total Amount - multiply the number of billed units times the unit rate.
- Program Income collected during report month (if applicable)
- Payment Request - the Total Amount minus the Program Income (if applicable)
- Agency Unit Cost Subsidy Cash - the amount of agency cash resources which subsidized the actual unit cost of service
- Agency Unit Cost Subsidy In-Kind - the amount of agency in-kind contributions which subsidized the actual unit cost of service
- Agency Program Subsidy Cash - the amount of cash resources expended to provide additional services
- Agency Program Subsidy In-Kind - the value of in-kind contributions providing additional services



- Program Subsidy Units - the number of units provided with additional agency resources as reported in Agency Program Subsidy Cash and In-Kind columns. (NOTE: These service units must not be reported on any program reports, e.g., the Turnaround disk.)

Please Note: Both Agency and Program Cost Subsidy are further explained in the next section - Additional Resources - of this manual.

3. Sum and verify totals on TOTALS line for:
  - Total Amount
  - Program Income
  - Payment Request
  - Agency and Program Subsidies
4. Verify the information submitted by signing and dating the invoice. Include the title and phone of the person submitting the form to Aging and Disability Services.

### **CONTACT INFORMATION**

#### **Central ADS Program Contract Liaison or Fiscal Specialist**

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