



## Multnomah Other AD62 Reporting (Child R&B)

Supported Capacity for Dependent Children of Adults in SUD Residential Treatment (AKA Child Room & Board) funds have new state reporting requirements, effective 7/1/19. These new required data elements are not collected in CIM encounter data and will require additional action by contracted providers.

All CIM encounters must be submitted within 45 days of the service date. Multnomah Other asks that providers ensure that all encounters for the quarter are submitted within a few weeks of the end of the quarter. This will mean that the encounters for the last month of the quarter need to be submitted as soon as possible after the quarter ends. Submitting encounters for September, December, March, and June immediately after the month ends will help prevent timely filing from being reduced further.

\*Reminder: providers should only encounter overnight stays – daytime visitation is not eligible for Child Room and Board through Supported Capacity for Dependent Children of Adults in SUD Residential Treatment funds.

### **Reporting Procedure**

Within 30 days after the end of the quarter, Multnomah Other will generate a roster pre-filled with member names and number of approved bed nights (based on approved CIM Claims). The template will also be pre-filled with a best estimate of the admission and discharge date for the child's episode of stay.

Agencies will be emailed this pre-filled roster within the week. Providers should verify that all the members who had children receiving child room and board are on the roster and each child's bed night total and admission/discharge dates are correct. If information is missing or inaccurate, providers should work with Billing Support and reporting staff to determine the cause and correction needed.

Providers should then add whether the member is TANF eligible and the date(s) of birth of the dependent(s).

The completed roster should be returned to Multnomah County at [adreporting@multco.us](mailto:adreporting@multco.us) (please copy your assigned program specialist).

### **Timelines**

Quarterly reporting will follow the same approximate timeline each quarter. Multnomah Other will share the exact dates for each quarter's report at the end of the quarter. Exact dates may be provided with the other quarterly billing announcements – providers should review the meeting notes.

2 weeks after the end of the quarter (approximately): All encounter data submitted

30 days after the end of the quarter (approximately): Providers will receive a pre-filled roster template

Providers will verify the following information is accurate:

- all members receiving child room and board are listed

- number of children staying overnight with member
- total bed nights for each child
- admission/discharge dates for each child

Providers to enter the following on the report:

- TANF eligible (Y/N)
- date of birth of each dependent child

37 days after end of the quarter (approximately): Report returned to Multnomah County

44-45 days after the end of the quarter: Multnomah County will send final report due to state

Sample timeline:

- 12/31: Last day of quarter
- 1/14: All encounters are submitted to PH Tech
- 1/30: Providers will be emailed pre-filled template. Providers to verify data already entered on report is correct. Providers will enter TANF eligibility and dependent(s) date(s) of birth
- 2/6: Providers will return completed report to [adreporting@multco.us](mailto:adreporting@multco.us) for final review
- 2/14: Multnomah County will submit report to state funders

**Payment Reminder**

Reconciliation and invoice payments are based on encounter data – NOT state reporting/rosters. These reports help demonstrate this need for this service and advocate for additional funds, therefore it is vital that all bed nights be captured on this report. However, invoicing payments are based on CIM data. Providers should work with Billing Support to ensure that CIM reflects any changes providers make to the report.

**Questions? Technical Assistance?**

Regarding report/report template: [adreporting@multco.us](mailto:adreporting@multco.us)

Regarding claims in CIM: [billing.multoother@multco.us](mailto:billing.multoother@multco.us)