# Contracts Overview

# Reimbursement Requests

- Submit claims and supporting documentation monthly

# Reimbursement Requests

- Claims shall be for actual expenses incurred during the previous month

# Reimbursement Requests

- The documentation submitted must support the requested dollar amount.

# Reimbursement Requests

- IDPH staff will review and approve all submitted documentation.

# Reimbursement Requests

- Ideally, a single claim will be submitted
- A “partial” claim may be submitted for a specific service, eg a claim for all Prevention Services Covered Services expenses while figuring out Network Support Covered Services or Outpatient Treatment Covered Service.

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# Reimbursement Requests

- Once approved, claims will be forwarded to the Fiscal Bureau for payment.

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# Reimbursement Requests

- State warrants issued approx. in 7-10 working days, once a claim is approved at all levels

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# Reimbursement Requests

## Contractual Payments

- The Department provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the Contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the Department. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7th, 8th and 9th months of service.
- The request needs to be made in IowaGrants using the "Correspondence" component.

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# Reimbursement Requests

- An entire claim will be put on hold until issues are resolved

# Reimbursement Requests

Subcontractors

- **No reimbursements may be made until draft subcontract has been approved by IDPH, if applicable.**

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# Communications

- Use ‘Correspondence’ component in IowaGrants.gov for messaging

# Communications

- E-mail requests will be redirected to send via ‘Correspondence’

# Communications

- Correspondence regarding Patient Health Information (PHI) must be sent via IPN@idph.iowa.gov

# Administrative Hold

"The contractor shall request and receive written approval from IDPH prior to spending the final 3% of all funds awarded."

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# Line Item Budget Variance

## 10% variance for Network Support and Prevention Services

The Network Support and Prevention Services line item budgets are allowed up to a maximum of 10% variance against direct cost budget line category amounts as listed within the Budget form component on a cumulative basis, not to exceed the corresponding budget total. Changes in line items that exceed 10% of the corresponding budget require budget negotiation and approval by the Department prior to claim payment.

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# Exception Request Form



**APPENDIX L - Integrated Provider Network Exception Request Form**

**Integrated Provider Network**
**Exception Request Form**

**Email to IPN@idph.iowa.gov**
**Do not include any protected health information.**

| Date Requested: | Contractor Organization: |
|---|---|
| Check service category:<br>☐ Network Support<br>☐ Prevention Services<br>☐ Outpatient Treatment<br>☐ Adult Residential Treatment<br>☐ Juvenile Residential Treatment<br>☐ Women and Children Treatment<br>☐ Methadone Treatment | Contractor Staff Name: |
| Contractor Telephone: | Contractor Email: |

| State the requested exception. Cite the related contract requirement.<br>Explain how the request supports Integrated Provider Network goals and requirements. |
|---|
| IDPH ONLY:<br>☐ Approved ☐ Denied<br>Notes: |

## Exception Request Form

- Currently transitioning from one EHR to another.
- Having issues uploading data to CDR
- Expect an issue with claim submission

## Access to Iowa Grants

**Agency staff access to IowaGrants.gov is responsibility of individual agencies; the assigned Grantee Contact is able to add/delete access.**

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# Provider Manual

IDPH Substance Use and Problem Gambling Services
Integrated Provider Network

## Integrated Provider Network Provider Manual

January 2019

## Contract Documents

All contracts, amendments, Lead Staff documents will be placed in the ‘Contract Documents’ component.

# Contract Documents

IowaGrants.gov

Menu | Help | Log Out  Back | Print | Add | Delete | Edit | Save

## Grant Tracking

**Grant/Project: 271597 - SA and Problem Gambling Services Integrated Provider Network RFP - TEST - Julie Hibben - 2019**

**Status:** Underway
**Program Area:** Substance Abuse Prevention & Treatment
**Grantee Organization:** Public Health, Iowa Department of
**Program Officer:** Julie Jones
**Awarded Amount:** $1,846,500.00

**Instructions**

*The grant forms appear below.*

**Grant/Project Components**

*You can define your own alerts in the Alerts section*

| Component | Last Edited |
|---|---|
| General Information | 12/14/2018 |
| Claims | |
| Progress Reports | |
| Site Visits | |
| Correspondence | 12/19/2018 |
| Cover Sheet-General Information | 12/14/2018 |
| Integrated Provider Network Subcontract Plan Summary | 12/14/2018 |
| Required Services: Network Support Work Plan | 12/14/2018 |
| Required Services: Prevention Services Work Plan | 01/04/2019 |
| Required Services: Outpatient Treatment Work Plan | 12/14/2018 |
| Optional Services: Adult Residential Treatment Work Plan | 12/14/2018 |
| Optional Services: Juvenile Residential Treatment Work Plan | 12/14/2018 |
| Optional Services: Women and Children Treatment Work Plan | 12/14/2018 |
| Optional Services: Methadone Treatment Work Plan | 12/14/2018 |
| [illegible]nts: Substance Use and Problem Gambling Integrated Provider Network Services | 01/07/2019 |
| Contract Documents | |
| [illegible] | - |
| Application | - |

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# Questions?