

SOR 301: Fiscal Process

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Overview of State Opioid Response (SOR) Grant

- Grantor: Substance Abuse & Mental Health Services Administration (SAMHSA)
- Grantee & Pass-Through: Ohio Dept. of Mental Health & Addiction Services (OhioMHAS)
- Grant period: 10/1/18 to 9/28/19
- Federal funds: Subject to Uniform Guidance
- Optional for local areas to receive

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Features of SOR Funding

- Eligibility {
 - Has Opioid Use Disorder
- No Supplanting {
 - SOR \$\$ cannot be used to replace other accessible funding sources
- Funding Flow {
 - Cost Reimbursement Only
- Surveys {
 - Up to 3 GPRA Surveys per participant

- See recording of SOR 101, *SOR Program Overview*
- Available on ODJFS Opioid Grants web page

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6 Participating Local Areas and 18 Counties

- **Area 1:** Adams, Brown, Pike, Scioto
- **Area 2:** Medina, Summit
- **Area 3:** Cuyahoga
- **Area 7:** Erie, Hancock, Highland, Jackson, Lawrence, Muskingum, Sandusky, and Union
- **Area 10:** Crawford, Richland
- **Area 14:** Perry

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Allowable Costs

For individuals with Opioid Use Disorder

Workforce Services:

- Basic & Individualized Career Svcs
- Supportive & Training Services

Recovery Services:

- Evidence-Based & appropriate
- Medication Assisted Treatment
- Drug treatment identified by an ASAM level of care classification

Federal Uniform Guidance

- Compliant with 2 CFR part 200

Enrolled in WIOA:

- Enhanced, expanded, or extended services

Admin, Indirect & Overhead:

- Appropriate cost allocation methodology
- Federally approved Indirect Cost Rate

Employer service:

- Recovery-Friendly Workplace

- See FAQ version 2, SOR Funding Restrictions, and recording of SOR 101: SOR Program Overview

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Unallowable Costs

- Services with no evidence base
- Services supported by other accessible funding
- Services for individuals who do not have OUD
- Withdrawal without medication (naltrexone)
- Treatment services at facilities unfit for habitation
- Meals and snacks, marketing & software enhancements
- Travel to conferences, conference registration
- Equipment, without prior approval
- Costs that do not comply with federal Uniform Guidance at 2 CFR Part 200

- See FAQ version 2, SOR Funding Restrictions, and recording of SOR 101: SOR Program Overview

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Cost Reimbursement

- ❑ SOR dollars are issued through cost reimbursement only
- ❑ Local area provides services first, then invoices ODJFS (similar to OWIP)
- ❑ Invoice will reflect actual costs incurred
- ❑ To expedite payment, ODJFS will reimburse Local Areas using an appropriation of state funds
- ❑ ODJFS will dispatch a Purchase Order to enable OAKS payment (similar to OWIP)

Local Area Invoice Process

1. Fill out invoice spreadsheet:
 - A. Cost Report
 - B. Invoice Cover Sheet
2. Sign cover sheet, email with Cost Report to OpioidRelief@jfs.ohio.gov
3. ODJFS reviews and approves it or sends it back for corrections
4. ODJFS checks balance of appropriation to ensure funds are available
5. Invoice is paid in OAKS

Cost Report: Header

State Opioid Response Reimbursement COST REPORT Actual Costs By Line Item			
Local Area:	<input type="text" value="23"/>	Begin date of billing period:	<input type="text" value="9/1/2019"/>
Invoice #:	<input type="text" value="WOCOG-SOR-4"/>	End date of billing period:	<input type="text" value="9/15/2019"/>

Billing period dates will automatically transfer to the Invoice Cover Sheet.

Cost Report: I. Career Services

□ Enter actual costs incurred by line item

I. Career Services	A. Direct Staff Salary & Benefits	
	B. Staff Supplies	
	C. Staff Travel	\$ 45.00
	D. Basic Career Services (non-staff)	
	E. Work Experience / Transitional Jobs	\$ 1,200.00
	F. Other Individualized Services	
	G. Contracted Career Services	
	H. Allocated Pgm Costs (including RMS)	

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Cost Report: II. Supportive and III. Training Services

□ Enter actual costs incurred by line item

II. Supportive	A. Travel Expenses (including mileage)	\$ 57.00
	B. Work Clothes, Tools & Supplies	
	C. Counseling / Drug Treatment	\$ 1,800.00
	D. Medically Assisted Treatment	\$ 6,543.21
	E. Other Supportive Services	
III. Training	A. Occupational Skills Training (ITA)	
	B. On-the-Job Training	\$ 2,300.00
	C. Employer trng recovery-friendly workplace	
	D. Other Training Costs	

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Cost Report: IV. Overhead and V. Other Costs

□ Enter actual costs incurred by line item

IV. Overhead	A. Administrative Costs	
	B. Indirect Costs	
	C. Facilities (rent, utilities, MOU share, etc.)	\$ 876.50
	D. Other Overhead Costs	
V. Other	Explain:	
	Journal of Opioid Management subscription	\$ 390.00
VI.	Sub-Total of Expenditures	\$ 13,211.71

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Cost Report: Refunds and Adjustments

- Enter prior period adjustments as a negative dollar amount along with an explanation of the refund

VI. Sub-Total of Expenditures		\$ 13,211.71
VII. Refunds	Prior period refunds & adjustments: (Enter negatives)	\$ (1,200.00)
	Explain what costs are being refunded and why, below:	
	<i>Participant Sally Smith enrolled in Peer Counselor training but dropped out prior to the Add/Drop date, so we received a refund.</i>	
VIII. TOTAL INVOICE AMOUNT		\$ 12,011.71

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Invoice Cover Sheet: OAKS Information

Be sure OAKS information exactly matches your organization's OAKS vendor account. Use your OWIP invoice to guide you.

State Opioid Response (SOR) Program Local Area Invoice for Reimbursement		
Invoice Number:	WOCOG-SOR-4	Purchase Order #: To Be Announced
OAKS Vendor ID:	873414	Location Code: EFT-1
OAKS Vendor Name:	Western Ohio Council of Governments	

ODJFS will announce the PO number soon

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Invoice Cover Sheet: Total Invoice Amount

Be sure address exactly matches your organization's vendor address in OAKS

Workforce Area:	23	Date submitted:	9/16/2019
Contact Person:	Director David Davidson	Email:	ddavidson@ds.ohio.gov
Street Address:	412 Main Street	City:	Anytown
State:	Ohio	Zip Code:	42123
Billing Period Begin Date:	9/15/2019	End Date:	9/15/2019
Total Invoice Amount: (See attached Cost Report for line item detail)	\$ 12,011.71		

Billing Period dates and total invoice amount will populate automatically from the Cost Report

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Invoice Cover Sheet: Signature Block

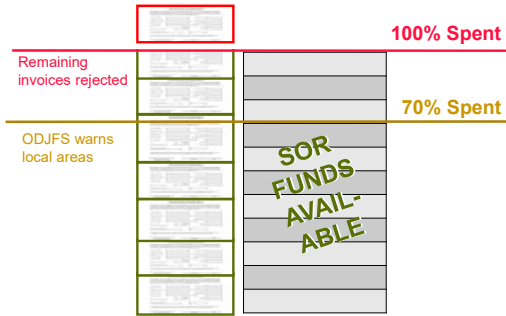
- ODJFS will accept blue ink signature of WDB Director, Fiscal Agent, or designee
- Have WDB Director email name of designee to *OpioidRelief@jfs.ohio.gov*

I certify that the expenses listed on the Cost Report represent actual, allowable SOR program costs and that any funds received in excess of actual, allowable costs will be paid back to ODJFS.

David Davidson	<i>David Davidson</i>	9/16/19
Name of WDB Director, Fiscal Agent or Designee	Signature	Date

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Invoice Reimbursement: First Come, First Served



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Twice-Monthly Billing (optional for local areas)



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Deadline for FFY19 Invoices: Friday, October 18, 2019

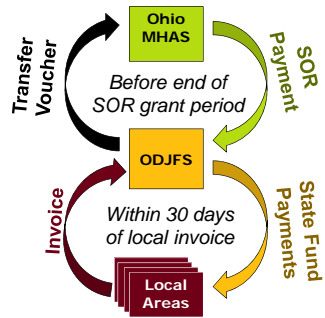
Last day to bill for costs incurred between 7/1/2019 and 9/28/2019

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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Funding Flow:

Local Areas will not need to wait for ODJFS to receive its reimbursement from OhioMHAS before being reimbursed.



Reporting Receipts and Expenditures

EXPENSES:

- New CFIS Project Code

\$ 12,011.71

RECEIPTS:

- New CFIS Project Code

\$ 12,011.71

Expenses and receipts in CFIS should match total invoiced (or coding adjustments or refunds may be needed)

Total Invoice Amount:
(See attached Cost Report for line item detail) \$ 12,011.71

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Status of SOR Implementation

Action Item	Completed?
OhioMHAS agreement with ODJFS	<input checked="" type="checkbox"/>
SOR 101: Overview of SOR	<input checked="" type="checkbox"/>
SOR 201: GPRA Survey Entry	<input checked="" type="checkbox"/>
FAQ Version 2.0	<input checked="" type="checkbox"/>
Invoicing form and process	<input checked="" type="checkbox"/>
SOR 301: SOR Fiscal Process	<input checked="" type="checkbox"/>

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Status of SOR Implementation

Action Item	Completed?
OWCMS Special Grants Offices	<input checked="" type="checkbox"/>
GPRA iPortal User Accounts	<input checked="" type="checkbox"/>
Purchase Order Dispatched	
Local Areas provide SOR services	
Program & Fiscal Monitoring	

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Beyond October 1, 2019?

- ODJFS will continue partnering with OhioMHAS
- Continuation may depend of GPRA Survey completion rates
- Funds expected for 10/1/19 to 9/30/20
- New Purchase Order will be announced
- Participating local areas may continue providing services, completing GPRA surveys, and submitting invoices

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Technical Assistance on SOR Funds



FAQ Version 2 and SOR Funding Restrictions



OWD's Opioid Grants Web Page

<http://ifs.ohio.gov/owd/WorkforceProf/OpioidGrants.stm>

Email: OpioidRelief@ifs.ohio.gov

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Technical Assistance on SOR Survey Completion



FAQ Version 2



OhioMHAS SOR Resources Page

<https://www.sardiprogram.com/sor/>

Email: OpioidRelief@ifs.ohio.gov

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Questions?

A video of today's training will be posted on OWD's Opioid Grants technical assistance webpage at:



ifs.ohio.gov/owd/WorkforceProf/OpioidGrants.stm

Email questions to:
OpioidRelief@ifs.ohio.gov

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