

EXHIBIT A - PROGRAM REPORTING

DOCUMENT TITLE	DUE DATE	WHERE SUBMITTED	SUBMISSION FORMAT	PRIMARY CONTACT
Ongoing/ As Needed				
Not Accepting New Beneficiaries or at 90% capacity	By 9am each day that the program is not accepting new beneficiaries	BHRS Office	E-mail	BHRS Access, Contract Manager
Marin WITS (CalOMS) - Client-specific data - DMC Billing - ASAM, Timely Access Data, etc.	Client-specific data should occur within 7 days of event	MarinWITS: www.MarinWITS.org	Electronic Submission	Leigh Steffy
Adult Drug Court Weekly Progress Reports	By 12 noon every Friday	Cynthia Nisbet cnisbet@marincounty.org or 415.473.7509	Encrypted E-mail or Secure Fax	Cynthia Nisbet
Staff Update Form/ Provider Update (WITS)	Prior to or within 24 hours of the staff change [e.g. new staff, separating staff, change of roles]	Marin WITS Administrator lsteffy@marincounty.org & cnisbet@marincounty.org Provider Update (WITS) Prevention Coordinator	E-mail	Leigh Steffy
Monthly Submission				
Monthly Provider Check and attestation	By the 10 th of the month	BHRS Office	E-mail	Cynthia Nisbet
All Billing Invoices and Supporting Documentation	By the 10 th of the month	Marin WITS and BHRS Office	Electronic Submission	Contract Manager
Drug and Alcohol Treatment Access Report (DATAR)	By the 10 th of the month	State DHCS	Electronic Submission	State DHCS
Resubmission of Denied DMC Claims	By the 20 th of the month following notice of denial	Marin WITS	Electronic Submission	Leigh Steffy
NOABD Log and Issued NOABDs	By the 10 th of the month	BHRS Office	E-Mail	Cynthia Nisbet
<i>Prevention Providers Only:</i> PPSDS Data Template	By the 5 th of the month	PPSDS (FEI)	Electronic Submission	State DHCS/FEI
Annual Submission				
Provider Self Audit	January 2022	BHRS Office	Hard Copy (signatures) and Electronic Copy	Contract Manager
Annual Report	July 31, 2021	BHRS Office	E-mail or Hard Copy	Contract Manager
Provider Cost Reports	Late August/ Early September 2021	BHRS Office	TBD	HHS Fiscal