

**EXHIBIT A - PROGRAM REPORTING**

DOCUMENT TITLE	DUE DATE	WHERE SUBMITTED	SUBMISSION FORMAT	PRIMARY CONTACT
<b>Ongoing/ As Needed</b>				
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) <ul style="list-style-type: none"> <li>- Client-specific data</li> <li>- DMC Billing</li> <li>- ASAM, Timely Access Data, etc.</li> </ul>	Progress notes for routine services within 3 business days; Other client-specific data should occur within 7 days of event	MarinWITS: <a href="http://www.MarinWITS.org">www.MarinWITS.org</a>	Electronic Submission	Leigh Steffy
Adult Drug Court Weekly Progress Reports	By 12 noon every Friday	Cynthia Nisbet <a href="mailto:cnisbet@marincounty.org">cnisbet@marincounty.org</a> 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 <a href="mailto:lsteffy@marincounty.org">lsteffy@marincounty.org</a> & <a href="mailto:cnisbet@marincounty.org">cnisbet@marincounty.org</a>  Provider Update (WITS) Prevention Coordinator	E-mail	Leigh Steffy
<b>Monthly Submission</b>				
Monthly Provider Check and attestation	By the 10 <sup>th</sup> of the month	BHRS Office	E-mail	Cynthia Nisbet
All Billing Invoices and Supporting Documentation	By the 10 <sup>th</sup> of the month	Marin WITS and BHRS Office	Electronic Submission	Contract Manager
Drug and Alcohol Treatment Access Report (DATAR)	By the 10 <sup>th</sup> of the month	State DHCS	Electronic Submission	State DHCS
Resubmission of Denied DMC Claims	By the 20 <sup>th</sup> of the month following notice of denial	Marin WITS	Electronic Submission	Leigh Steffy
NOABD Log and Issued NOABDs	By the 10 <sup>th</sup> of the month	BHRS Office	E-Mail	Cynthia Nisbet
<i>Prevention Providers Only:</i> PPSDS Data Template	By the 5 <sup>th</sup> of the month	PPSDS (FEI)	Electronic Submission	State DHCS/FEI
<b>Annual Submission</b>				
Provider Self Audit	January 2023	BHRS Office	Hard Copy (signatures) and Electronic Copy	Contract Manager
Annual Report	June 30, 2022	BHRS Office	E-mail or Hard Copy	Contract Manager
Provider Cost Reports	Late August/ Early September 2021	BHRS Office	TBD	HHS Fiscal