



MEMORANDUM

TO: Short-Doyle/Mental Health Services Act (SD/MHSA) and Substance Use Treatment Services (SUTS) County Contracted Providers (CCPs)

FROM: Katelyn Lu, Finance and Administrative Services Manager

RE: Claims Invoices for FY25 and Timeline for FY26 Renewals

DATE: Wednesday, March 12, 2025

Dear SD/MHSA and SUTS CCPs,

This memo outlines the invoicing and claims submission timeline for Fiscal Year 2024-25 (FY 25) and the renewal timeline/process for Fiscal Year 2025-26 (FY 26) SD/MHSA and SUTS Agreements. Please review the following deadlines and requirements to ensure compliance with the financial and contracting processes.

FY 25 Final Invoicing in Preparation for FY 26 Mid-Year Analysis

1. **Invoice Submission Deadline:** All invoices for services rendered in FY 25 must be submitted [no later than September 30, 2025](#). Any claims submitted after this time will not be considered in our FY 26 MFO mid-year evaluation but will be paid if within the timely filing period.
2. **Cash Advance Settlements:** Any outstanding cash advances must be reconciled and paid in full no later than the final FY 25 invoice.
3. **Denied Claims Processing:** Denied claims will be handled in accordance with the State Denied Claims Process memo, dated January 21, 2025 (Attached).

Optional: CCP Additional Data to BHSD and Optumas [\(Data due March 25, 2025\)](#)

To support the rate-setting process for FY 26, BHSD and Optumas are requesting additional financial data from CCPs related to CalAIM Payment Reform. Please complete the attached Excel spreadsheet (***BHSD Rate Analysis Template – Opt Locked.xlsx***) covering January 2024 through December 2024. Please include programs that have a direct service component, such as Mobile Crisis. Through this process we will also evaluate the County's readiness to move into the Behavioral Health Community-Based Organized Networks of Equitable Care and Treatment (BH-CONNECT) model for impacted services.



FY26 Renewals Timeline

FY 26 Renewals Timeline	
March 6, 2025	Claims invoices for FY 25 and the FY 26 renewal timeline memo sent to CCPs
March 25, 2025	Optional: CCP data due to Optumas and BHSD. Please email: Alex.Sabrowsky@optumas.com , Brandon.Stoller@optumas.com , and Brian.Wagner@hhs.sccgov.org
March 26 – April 8, 2025	Optumas conducts analysis on rolling basis based on CCP data
April 1 – April 15, 2025	Related to <i>Children, Youth, and Family System of Care Services RFSQ-BHS-FY25-0066:</i> CYF System of Care Director/Division Directors will notify CCPs about FY 26: 1) CYF program contract awards and/or 2) CYF program non-renewal notices. This applies only to CCPs with current contracts under programs included in the RFSQ.
April 9 – April 23, 2025	FY 26 Rates Disclosure to CCPs via emailed memo and discussion period with CCPs (Hosted by BHSD)
April 24 – May 5, 2025	BHSD Finance analysis on current CCP utilization for Calendar Year (CY) 25 service run rates with FY 26 rates
May 6, 2025	BHSD Finance sends CCPs final FY 26 SD/MHSA and SUTS Agreements budgets, via emailed memo. <u>For any finance-related inquiries:</u> Please contact the assigned BHSD Finance Analyst, listed on <i>BHSD Contact List A: Finance Analyst Contact List</i> and cc Katelyn.Lu@hhs.sccgov.org and Vincent.Robben@hhs.sccgov.org



COUNTY OF SANTA CLARA
Behavioral Health Services
 Supporting Wellness and Recovery

FY 26 Renewals Timeline	
May 7 – May 14, 2025 (anticipated meeting dates)	If CCPs would like to meet with BHSD, please submit a formal request as soon as possible via email to your agency’s assigned PR Liaison and cc BHSDPR@hhs.sccgov.org Notes: 1) Meeting agenda would be related to your agency’s FY 26 budget/memo. 2) Refer to BHSD Contact List B: PR Liaison Contact List for your agency’s assigned PR Liaison.
June 12 – June 20, 2025*	FY 26 Agreements to be routed to CCPs for signatures.
June 23 – June 30, 2025*	FY 26 Agreements to be routed BHSD for internal signatures.
June 30, 2025	FY 26 Agreements to be executed.
July 1 – July 11, 2025*	BHSD Contracts Administration to send final executed copies of FY 26 Agreement(s) to CCPs.

*Anticipated timeframe. BHSD Contracts Administration processes on a rolling basis. FY 26 Agreements may be routed earlier or later than the dates listed.

Please ensure adherence to these timelines to facilitate timely processing of invoices and claims. Should you have any questions or require further clarification, do not hesitate to reach out to Vince Robben at Vincent.Robben@hhs.sccgov.org.

Sincerely,

DocuSigned by:

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 Katelyn Lu

Behavioral Health Services Department Finance & Administrative Manager

- Cc: Sherri Terao, Behavioral Health Services Department Director
 Megan Wheelehan, Service Delivery Deputy Director
 Darren Tan, Administrative Services Deputy Director
 Brian Wagner, Analytics and Reporting Director
 Courtney Gray, Quality Management Director
 Margaret Obilor, Adult and Older Adult System Director
 Soo Jung, Adult and Older Adult System Director
 Stephanie Macwhorter, SUTS Adult and Older Adult Director
 Zelia Faria Costa, Children, Youth, and Family System Director
 Tina Cordero, HHS Chief Fiscal Officer
 Leilani Villanueva, Provider Relations Division Director
 Vince Robben, HHS Health Care Financial Manager
 Angeleah Macatiag, Program Manager III



BHSD Contact List A: Finance Analyst Contact List (Revised 3/4/2025)

Contract Divisions	Finance Analyst	Finance Analyst Email Address
AOA	Grant Stewart	Grant.Stewart@hhs.sccgov.org
CYF	Elaine Navarra	Elaine.Navarra@hhs.sccgov.org
FDR	Russ Lopez	Russ.Lopez@hhs.sccgov.org
SHS	Hoang Hua	Hoang.Hua@hhs.sccgov.org
SUTS	Hoang Hua	Hoang.Hua@hhs.sccgov.org

BHSD Contact List B: PR Liaison Contact List (Revised 11/21/2024)

County Contracted Provider (CCP)	PR Liaison	PR Liaison Email Address
Abode Services	Rita Mamarian	Rita.mamarian@hhs.sccgov.org
Alum Rock Counseling Center	Renee Marquett	Renee.marquett@hhs.sccgov.org
Asian Americans for Community Involvement	Alicia Partee	Alicia.partee@hhs.sccgov.org
Bill Wilson Center	Lorena Madrid	Lorena.madrid@hhs.sccgov.org
Caminar	Lorena Madrid	Lorena.madrid@hhs.sccgov.org
Catholic Charities	Lorena Madrid	Lorena.madrid@hhs.sccgov.org
Children’s Health Council	Renee Marquett	Renee.marquett@hhs.sccgov.org
Community Solutions	Lorena Madrid	Lorena.madrid@hhs.sccgov.org
Gardner	Alicia Partee	Alicia.partee@hhs.sccgov.org
HealthRight 360	Rita Mamarian	Rita.mamarian@hhs.sccgov.org
Hollister Youth Alliance	Alicia Partee	Alicia.partee@hhs.sccgov.org
Hope	Alicia Partee	Alicia.partee@hhs.sccgov.org
Horizon Services	Rita Mamarian	Rita.mamarian@hhs.sccgov.org
Indian Health Center	Alicia Partee	Alicia.partee@hhs.sccgov.org
Our Common Ground	<i>Temporary contact:</i> Steve Castro	Steve.Castro@hhs.sccgov.org
Mekong	Alicia Partee	Alicia.partee@hhs.sccgov.org
Mental Health Systems	Rita Mamarian	Rita.mamarian@hhs.sccgov.org
Momentum for Health	Lorena Madrid	Lorena.madrid@hhs.sccgov.org
Pacific Clinics	Renee Marquett	Renee.marquett@hhs.sccgov.org
Pathway Society	Rita Mamarian	Rita.mamarian@hhs.sccgov.org
Rebekah Children’s Services	Renee Marquett	Renee.marquett@hhs.sccgov.org
Seneca Family of Agencies	Renee Marquett	Renee.marquett@hhs.sccgov.org
Starlight Community Services	Renee Marquett	Renee.marquett@hhs.sccgov.org
Telecare Corporation	Rita Mamarian	Rita.mamarian@hhs.sccgov.org
Ujima	Alicia Partee	Alicia.partee@hhs.sccgov.org