

Child Welfare Contracting Special Notes:

- 1) Ancillary case related tasks such as collateral contacts, preparation, phone calls, reading documents, writing reports, and updating notes are generally part of the service and cannot be billed separately. These tasks and their related costs should be rolled up into the all-inclusive rate.

Example 1: For an individual therapy session the session may be 50 minutes, but the notes and phone calls are assumed to be part of the 10 minutes remaining in the hour that is invoiced. No other time for this session can be invoiced.

Example 2: For an evaluation invoiced as a single flat rate, reviewing collateral information and writing the report are assumed to be part of the service and should not be invoiced separately. No other time or activities can be separately invoiced. If it's invoiced at an hourly rate, only the specific activities listed in the description can be invoiced. No other time for this session can be invoiced.

- 2) To speed up invoice review and payment, be sure to use the service titles included in your contract. For example 2 above, report writing is part of the contract description. If you are invoicing for an hour of report writing, do not invoice for "Report Writing – 1 hour". Rather invoice for "Psychological Evaluation report writing – 1 hour". This helps reduce or eliminate confusion about whether the task is part of the service description, or not included in your contract and something the Case Worker needs to follow-up with you on.
- 3) Client missed or canceled appointments – These are not core-eligible expenses and cannot be paid. We understand that this occurs and impacts vendor's when they forego other clients or business. Be sure this is part of your all-inclusive rate. If the vendor misses or cancels an appointment, that will not be paid.
- 4) Staff Transportation: If you provide a service both in the office and in the community, it is not assumed transportation is included in the community-based service, and you cannot then invoice for mileage or a flat transportation fee if it is not in your contract. Be sure to review your services and descriptions, and if there are uncovered transportation costs, please highlight that. Client transportation, if applicable, will be outlined separately in the contract.
- 5) Family Partnership Meetings (FPM) – Attendance at FPMs is not a core service and should not be assumed to be part of the all-inclusive rate for services provided. If added, your contract will separately list FPMs as a service with a corresponding rate. You may only invoice for FPMs you were invited to by the Caseworker and participated in. If another member of the treatment team invited you to the FPM that time may not be covered.
- 6) Consultation – This is not a core service and should not be assumed to be part of the all-inclusive rate for services provided. If added, your contract will separately list Consultation as a service with a corresponding rate.
- 7) Court Testimony – The County Attorney's Office (CAO) set these rates and they are the same for all vendors. If the rates are increased for 22-23, this will automatically be changed in your

contract. If you are asked to provide testimony, the CAO will ask for a curriculum vitae (CV) or resume in advance.

- 8) Blind Testimony – The CAO periodically needs expert witnesses. If you are contacted by the CAO, this service would be provided for a client/case with which you have no prior contact. If added to your contract, what is required and the corresponding rates would be determined on a case by case basis with the CAO. If you are asked to provide testimony, the CAO will ask for a curriculum vitae (CV) or resume in advance.
- 9) Your internal company policies, e.g., invoicing terms or missed appointments, are not incorporated into the contract, or implied to apply or even supersede the contract. Please read the contract carefully to be sure that the terms and requirements are clear.
- 10) Evidence-based practices – In response to the Family First Prevention Services Act (FFPSA), the Department is interested in knowing which services you provide that are evidence-based practices and listed on the Title IV-E Prevention Services Clearinghouse. FFPSA included the development of the *Title IV-E Prevention Services Clearinghouse* that reviews research on programs and services intended to provide enhanced support to children and families and prevent foster care placements. The Clearinghouse rates programs and services as “promising”, “supported”, and “well-supported” practices. You can review the programs and services at <https://preventionservices.abtsites.com>.