RSA Provider Meeting

Friday, September 9, 2022
10:30 AM – 12:00 PM
Meeting Agenda

- Fiscal Year Closeout
- DIFS
- Outstanding Authorization
- Provider Orientation Overview
- Report Submission Refresher
RSA Kahoot
Fiscal Year Closeout

The District of Columbia Government is actively engaged in our annual fiscal year close for all FY 2022 activity which covers the period of October 1, 2021, through September 30, 2022. Our financial system shuts down on Friday, September 30, 2022.

Days Remaining: 16 (excluding weekends & holidays)

Outstanding Invoices
- It is imperative that we receive all unbilled invoices through August 31, 2022

Final Day to submit FY22 Requisitions
- Friday, September 16, 2022 is the last day to submit request for increases and new service requisitions for FY22.
- Please review your PO(s) to ensure sufficient funds are available prior to year-end close
- No changes can be made to FY22 purchase orders after closing!!

PASS Reopens On October 1, 2022
- New FY23 Purchase Orders only, and
- By October 10, 2022: Last day to submit September 1-30, 2022, invoices via the e-portal
DISTRICT INTEGRATED FINANCIAL SYSTEM (DIFS) FY23

DC NEW FINANCIAL SYSTEM
DISTRICT INTEGRATED FINANCIAL SYSTEM (DIFS) OFFICIALLY LAUNCHING FOR FY23

IMPACT ON INVOICING OF GOODS
ACTUAL DELIVERY DATE REQUIRED ON INVOICES FOR GOODS AND EQUIPMENT

PACKING SLIPS (OR ANY OTHER PROOF OF DELIVERY DOCUMENT)
MUST SHOW ACTUAL DELIVERY DATE AND MUST BE UPLOADED TO E-INVOICING PORTAL
Outstanding Authorizations
Outstanding Authorizations (over 45 days)

VR counselor reviews outstanding authorizations 45 days and older to ensure services are rendered, work with the CA to ensure provider invoices are submitted, and partner with DDS’s Business Services Unit for prompt payment processing.

Contract Administrator will send out monthly email reminders listing all “unused” authorizations and those authorizations that have a “remaining balance” that may need to be either invoiced or de-obligated.

Within seven days, Providers should review the outstanding authorization listing and provide comments if services were rendered, will be invoiced, or if the remaining balance can be zeroed out.

If we complete this exercise monthly, closing the fiscal year will be easier for all parties.

RSA can ensure your payments are processed within the current fiscal year.
Provider Orientation Overview

Contract Administrators Roles and Responsibilities

The Contract Administrator (CA) is an individual authorized by the Contracting Officer to perform delegated actions necessary to verify whether goods and services conform to the HCA.

The CA is responsible for the day-to-day monitoring and supervision of the agreement includes:

• Review and Approval of invoices
• Facilitate HCA related problem and bring them to resolutions
• Monitor providers’ annual performance
• Serve as technical advisors to the Contracting Officer
Reconciliation of Authorizations

Unused Authorizations

• Providers should alert their respective RSA counselor when they are unable to use an authorization for any reason (unable to connect with client, staffing etc.)

• RSA counselors review unused authorizations that are 45 days aged bi-monthly to determine service delivery and whether authorizations should be de-obligated

• Regular communication with the counselor and CA is required for any unused authorizations

Balances

• When providers bill against an authorization and determine that the full amount will not be utilized, RSA counselor should be advised

• RSA counselors review authorization balances to determine service delivery and if authorization balances can be de-obligated
Monthly and Quarterly Authorization Reconciliation

- Providers will receive a listing of all outstanding authorizations with fund balances from their assigned CA.
- Providers should review the information and respond with a status update of whether the authorization will be used and if the remaining balance can be zeroed out.
- Frequency:
  - At a minimum, CA will provide a list of authorizations for reconciliation quarterly.
  - At a maximum, the listing will be sent monthly (Based on activity).
# Service Report Forms

<table>
<thead>
<tr>
<th>Item No.</th>
<th>FORM/LETTER</th>
<th>Job Placement</th>
<th>Supported Employment</th>
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<tbody>
<tr>
<td>1</td>
<td>Intake Summary and Assessment Report (JSAR) (Appendix A Form 0001)</td>
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<td>2</td>
<td>Job Development Progress Report</td>
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<td>3</td>
<td>Job Readiness (including pre-employment transition services delivered under the umbrella of job readiness)</td>
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<td>4</td>
<td>Person-Centered Employment Plan (Appendix A Form 0004)</td>
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<td>5</td>
<td>Placement Information Report (Appendix A Form 0007)</td>
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<td>6</td>
<td>Job Coaching Justification (Appendix A Form 0008)</td>
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<td>7</td>
<td>Job Stabilization Progress Report (Appendix A Form 0009)</td>
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<td>8</td>
<td>Job Stabilization Closure Report (Appendix A Form 0009)</td>
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<td>Positive Personal Profile (Appendix A Form 0011)</td>
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<td>10</td>
<td>Supported Employment Initial Placement Report (Appendix A Form 0012)</td>
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<td>Job Coaching Progress Report - Day 30 - Job Coaching Service Log (Appendix A Form 0013)</td>
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<td>12</td>
<td>Job Coaching Progress Report (Appendix A Form 0012)</td>
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<td>Supported Employment Job Stabilization Progress Report (Appendix A Form 0015)</td>
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<td>Letter of Commitment (Appendix A Form 0016)</td>
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<td>Trial Work Experience Report (TWER) (Appendix A Form 0017)</td>
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<td>Plan of Extended Services and Supports (Appendix A Form 0018)</td>
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<td>17</td>
<td>Provider Performance and Compliance Review Instrument (Appendix A Form 0019)</td>
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<td>Provider Improvement Plan (PIP) (Appendix A Form 0020)</td>
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<td>19</td>
<td>Referral Packet Documents (Appendix A Form 0005)</td>
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<td>20</td>
<td>RSA Codes – Service Description and Definitions (Appendix A Form 0006)</td>
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Report Response

**Approved Report**
- Provider may now submit their invoice. Invoices should be submitted only after the reports have been submitted and approved by the VR Counselor.
  - Timeframe for approval:
    - 5 business days for Job Placement and Supported Employment reports
    - 7 business days for Evidence Based Supported Employment reports

**Rejected Report**
- Correct the reasons stated by the VR counselor’s report rejection & resubmit
- Any invoice submitted prior to an approved report will automatically be rejected
Contractor Performance Evaluations

Your assigned CA performs an evaluation and assessment of each provider’s performance annually.

- There are four (4) factors you will be evaluated on:
  - Quality – How well did the product/service comply with contract requirement/specifications? How accurate and complete was the required reporting? Rate the contractor's personnel qualifications and performance in completing assigned task?
  - Timeliness – How well did the contractor deliver the product/services based on agreed upon timelines?
  - Cost Control – How well did the contractor control cost of the contract and its components? How accurate, complete and current were submitted invoices?
  - Management/Business Relations – How was the contractor's performance in resolving issues for all involved stakeholders? How well did the contractor meet the CBE sub-contracting requirements? How well did the contractor display reasonable and cooperative behavior? How would you rate contractor customer service?
CA will assign a rating to each factor from Exceptional to Unsatisfactory

- The CA will provide both quantitative and qualitative commentary on Timely Invoices, Invoice Rejections, Accuracy of Reporting, Service Delivery
- We encourage you to start the fiscal year by adhering to the reporting and invoicing guidelines set forth in your HCA to avoid an adverse rating.
Report Submission Refresher
Where do I send reports?

ddsrsa.reports@dc.gov

Reports sent outside of this inbox and the format outlined will not be accepted.
How do I submit reports?

• Label the file that contains the report in the following format:
  • Client first initial.last name-report title
    • J.Doe-ISAR & PCEP
    • J. Doe- JD 30 Day, J. Doe- JD 60 Day, J. Doe JD 90 Day, J. Doe Over 90 Day (insert month)
    • J. Doc- Placement Information
    • J. Doc- Job Stabilization
    • J. Doc- Closure
  • Body of the email must contain list of clients with reports attached: first and last name, with DOB
Submission/Approval Process

(Provider) Report Submitted to ddsrsa.reports@dc.gov

(RSA) Forwarded to VR Counselor within 3 business Day from Receipt

(RSA) VR Counselor to provide approve/reject response within 2 business days (JP/SE) or 4 business days (EBSE)

(RSA) Total turn around time: 5-7 Business Days
Contact Us

- Rick Wright@dc.gov (Program Manager)
- Angela.Spinella@dc.gov (Program Manager-RSA Transition & Outreach)
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