

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS

INSTRUCTIONS FOR COMPLETING THE INVOICE FORM

General Instructions

Invoices may be submitted monthly or quarterly, pursuant to the Contractor’s Technology Needs Funding Agreement (TNFA).

Only one invoice may be submitted per period. Expenses that are attributable to a period which are not invoiced in that period may be invoiced in a subsequent period.

Enter all amounts in dollars and cents.

Except for Start-up Expenses identified in the TNFA, invoiced amounts shall be approved only for goods and/or services both received and paid by the Contractor subsequent to execution of TNFA.

MHSA IT funds may only be used to reimburse project expenses pursuant to the allocation methodology included in the TNFA, if applicable. If an allocation methodology is used, the formula must be noted on the face of each supporting document, e.g., a vendor invoice. For example, “*DMH clients served by Project = 80% of all clients. Non-DMH clients = 20%. Please reimburse \$8,000.*”

Signed Sandra Sample, Contractor’s Project Manager.”

All supporting documentation, e.g., original vendor invoices, must be signed on the face by the Contractor’s Project Manager.

A template for the Invoice form is available for download in MS WORD 2003 format from the CPTT website at: http://dmh.lacounty.gov/hipaa/edi_homepage.html.

DMH Invoice No.	Leave blank.
Invoice Date	Enter the Invoice date in the format MM/DD/YYYY.
Contractor Invoice No.	Enter your (Contractor’s) Invoice number.
Invoice Period	Identify the Invoice Period below.
Monthly Month/Date	Check this box if your TNFA indicates monthly invoicing. Enter <u>Fiscal Year</u> in the format YY-YY. Enter both the <u>From</u> date and <u>To</u> date in the format MM/DD/YYYY (e.g., the first and last days of one month).
Quarterly Jan.-Mar. Apr.-Jun. Jul.-Sept. Oct.-Dec.	Check the applicable box if your TNFA indicates quarterly invoicing. Check only one box and use only one line. Enter <u>Fiscal Year</u> in the format YY-YY. Enter both the <u>From</u> date and <u>To</u> date in the format MM/DD/YYYY (e.g., the first day of the first month of the fiscal quarter and last day of the last month of the fiscal quarter).
Project Name	Enter the Project Name as it appears in the TNFA.
Project ID No.	Enter the Project ID No. as it appears on the project approval notification letter.
Contract No.	Enter the contract number as it appears in the TNFA.
Legal Entity No	Enter the Legal Entity number as it appears in the TNFA.
Final Invoice	Check this box if Project is completed and this is the final invoice.

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
 CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS

INSTRUCTIONS FOR COMPLETING THE INVOICE FORM

Contractor Remittance Information	Enter Contractor's remittance information below.
Name	Enter the name of the Contractor as it appears in the TNFA.
Address	Enter Contractor's address of record where DMH currently mails Mental Health Service Agreement payments.
City, State, ZIP	Enter Contractor's City, State, and ZIP Code where DMH currently mails Mental Health Service Agreement payments.
Phone	Enter the phone number of the Contractor's Project Director as it appears in the TNFA.
Email	Enter the e-mail address of the Contractor's Project Director as it appears in the TNFA.
Contractor's Project Director	Enter the name of the Contractor's Project Director as it appears in the TNFA.
1. Description of work performed during the invoice period.	Briefly describe project work that occurred during the invoice period.
2. Invoice Amount by Budget Category:	Enter amounts by category.
Personnel	<p>Enter the amount in dollars and cents for all period expenses which are budgeted as Personnel in the TNFA.</p> <p>All invoices which request reimbursement for payment of wages to a Contractor's employee(s) assigned to the Contractor's CPTN Project shall include as supporting documentation a completed <u>Employee Pay Verification</u> form attesting to (a) number of working hours in the pay period, (b) hours worked on the project, (c) reimbursement calculation, and (d) brief description of work performed on the project. A separate <u>Employee Pay Verification</u> form must be completed for each employee for whom wage reimbursement is requested. The Contractor's Project Manager shall sign <u>Employee Pay Verification</u> forms, except forms requesting wage reimbursement for the Project Manager, which must be signed by the Contractor's Project Director.</p>
Hardware	<p>Enter the amount in dollars and cents for all Hardware expenses in the TNFA.</p> <p>All invoices which request reimbursement for the Hardware purchases must include as attached supporting documentation both (a) an original vendor invoice signed by the Contractor's Project Director, (b) a signed original delivery receipt or packing receipt itemizing purchases, and (c) supporting documentation verifying that the Contractor has paid in full for all goods.</p> <p>Reimbursement may be requested for a partial delivery of goods and may be reimbursed only according to the cost of goods received, including taxes and related charges. In such case, confirmation of payment only for received goods shall suffice.</p>

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
 CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS

INSTRUCTIONS FOR COMPLETING THE INVOICE FORM

Software	Enter the amount in dollars and cents for all Software expenses in the TNFA. See instructions above for “Hardware.”
Contract Services	Enter the amount in dollars and cents for all Contract Services expenses in the TNFA. Include as supporting documentation the original invoice itemizing services with hours and rate(s), or itemizing deliverables and costs. Contract Services invoices must be signed on the face by the Contractor’s Project Manager.
Other Expenses	Enter the amount in dollars and cents for all Other Expenses in the TNFA. Include as supporting documentation the original invoice itemizing Other Expenses with sufficient detail to justify reimbursement as an expense wholly attributable to the Project.
Start-up Costs	Enter the amount in dollars and cents for all expenses that are funded from Start-up Costs funding identified in the TNFA.
3. Total Invoice Amount	Enter the total amount of expenses that are not funded from Start-up Costs funding.
4. Cumulative Amount Invoiced to Date	Enter total amount of Project invoices submitted to date, including the Start-up Costs invoice, if applicable, and this invoice.
5. Projected Remaining MHSA Project Costs	Enter total amount of remaining Project budget, after subtracting cumulative amount invoiced to date.
Contractor’s Project Director Signature	Contractor’s Project Director identified in the TNFA must sign and date the Invoice.
Date	Enter date of signature by the Contractor’s Project Director.
County’s Project Manager Signature	Leave blank.
Date	Leave blank.
County’s Project Director Signature	Leave blank.
Date	Leave blank.
Approved	Leave blank.
Denied	Leave blank.
If denied, state reason	Leave blank.

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
FUNDING AGREEMENT FOR TECHNOLOGICAL NEEDS PROJECT

SAMPLE INVOICE

DMH INVOICE NO. (DMH Use Only) _____	INVOICE DATE: <u>05/31/2010</u>	CONTRACTOR INVOICE NO. <u>IT-2010-05-31</u>
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INVOICE PERIOD: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align: center;"><u>Fiscal Year</u></td> <td style="width:15%; text-align: center;"><u>From:</u></td> <td style="width:15%; text-align: center;"><u>To:</u></td> </tr> <tr> <td>Monthly</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Month/Date</td> <td style="text-align: center;"><u>09-10</u></td> <td style="text-align: center;"><u>April 1</u></td> <td style="text-align: center;"><u>April 30</u></td> </tr> <tr> <td>Quarterly</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Jan.-Mar.</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Apr.-Jun.</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Jul.-Sept.</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Oct.-Dec.</td> <td></td> <td></td> <td></td> </tr> </table>		<u>Fiscal Year</u>	<u>From:</u>	<u>To:</u>	Monthly				<input checked="" type="checkbox"/> Month/Date	<u>09-10</u>	<u>April 1</u>	<u>April 30</u>	Quarterly				<input type="checkbox"/> Jan.-Mar.				<input type="checkbox"/> Apr.-Jun.				<input type="checkbox"/> Jul.-Sept.				<input type="checkbox"/> Oct.-Dec.				PROJECT NAME: <u>Clinical Data and Practice Mgmt. System Project</u> <hr/> Project ID No. <u>CDM00999A</u> Contract No. <u>MH100999</u> Legal Entity No. <u>00999</u> Final Invoice <input type="checkbox"/> (check if final)
	<u>Fiscal Year</u>	<u>From:</u>	<u>To:</u>																														
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SUBMIT TO: County of Los Angeles Department of Mental Health Chief Information Office Bureau 695 S. Vermont Avenue, 7 th Floor Los Angeles, CA 90005 Attn: Gordon Bunch, MA	CONTRACTOR REMITTANCE INFORMATION: Name: <u>XYZ Agency, Inc.</u> Address: <u>123 Main Street</u> City, State, ZIP: <u>Los Angeles, CA 90000</u> Phone: <u>(213) 555-1212</u> Email: <u>JDoe@XYZAgency.org</u> Contractor's Project Director: <u>John Doe, Ph.D., Executive Director</u>
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1. Description of work performed during the invoice period.
PM developed project strategy, charter and plan. ITA (consultant) configured and installed hardware. Equipment (hardware) purchases completed, equipment received, bill paid. (Original invoices attached.)
2. **Invoice Amount by Budget Category:**

• Personnel <u>\$3,125.00</u>	• Contract Services <u>\$3,300.00</u>
• Hardware _____	• Other Expenses _____
• Software _____	• Start-up Costs <u>\$25,125.00</u>
3. **Total Invoice Amount:** \$6,425.00
4. Cumulative Amount Invoiced to Date: \$35,300.00
5. Projected Remaining MHSA Project Costs: \$122,798.00

Contractor's Project Director **Signature:** John Doe, Ph.D., Executive Director Date: 5/31/10

DMH USE ONLY	
County's Project Manager Signature: _____	Date: _____
County's Project Director Signature: _____	Date: _____
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> If denied, state reason: _____	

IMPORTANT: Invoices must be submitted in hard copy (paper) format only, including the original signature of the Contractor's Project Director. All supporting documentation also must be original. Please attach additional pages as needed.