



COMMONWEALTH of VIRGINIA

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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COMMISSIONER

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To: Local System Managers

From: Catherine Hancock

Date: May 16, 2012

Subj: SFY 2013 Local Contract for Participation in Part C

Following this memo, you will be receiving an electronic copy of the State Fiscal Year (SFY) 2013 Local Contract for Participation in Part C. This contract covers the period of July 01, 2012- June 30, 2013.

There have been some changes to the quarterly expenditure/revenue reporting form process, form and instructions. These changes are intended to streamline reporting where possible and to improve consistency and accuracy of the data we have available on revenue and expenses for local systems and the state system as a whole. Changes include the following:

- Private providers will now submit their quarterly reports only to local system managers, and local lead agencies will be responsible for compiling the data they receive from private providers along with the local lead agency revenue and expense data before submitting one quarterly expenditure/revenue report for the local system. A copy of the private provider reporting form will be sent to you for your reference. The revised instructions with the local lead agency reporting form cover how to compile the data and include an example to assist local systems.
- At the request of a number of local system managers, there is now only 1 line for service coordination on the reporting form. This change eliminates the need to break out budget and expenditure information for EI TCM from other service coordination.
- The requirement to report the number of children receiving each service during the quarter has been deleted. Since we were unable to ensure the consistency and accuracy needed to use these numbers for reporting to the General Assembly, which was the reason we originally added this data to the form, we will no longer ask local systems to report this information.
- The ID TCM and MH TCM lines have been deleted from the revenue section since children dually enrolled in EI and Medicaid are expected to receive EI TCM.
- When developing a local budget for SFY 2013, local systems are strongly encouraged to reflect anticipated revenue for the *system* as a whole. SFY 2012 quarterly expenditure reports from private providers can be used to project revenue expected through those providers for SFY 2013. However, if the local system does not have sufficient data from

private providers to make those projections, then the budget submitted with the local contract may be a local lead agency budget for SFY 2013. Given the revised private provider reporting requirements for SFY 2013, all local systems will be expected to submit a *system* budget with the SFY 2014 contract.

Please make three originals of the contract that you will be receiving and have them signed by the agency designee of your Local Lead Agency. Return all three of the signed contracts to the following address by June 08, 2012:

Karen A. Durst, TA
Part C Early Intervention, 9th Floor
1220 Bank Street
Post Office Box 1797
Richmond, Virginia 23218-1797

Additionally, include the following items with your contract submission: Attachment A- Identification Sheet and Attachment B-the Part C Funds Local System Budget and System Operations Narrative. If you are unable to submit the signed contracts by June 08, 2012, please notify Karen Durst as soon as you become aware of the need for an extension.

As always, thank you for your commitment to serving the infants and toddlers with disabilities, and their families, throughout the Commonwealth.