**XYZ ME**

**Managing Entity Cost Allocation Plan**

**FY24-25 – Addendum 1**

***(Name)*, (Title)**

***(Street Address)***

***(City, Florida Zip Code*)**

**Effective Date: Date**

**XYZ ME**

**Managing Entity Cost Allocation Plan**

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# Section I - Certification

**XYZ ME**

**Certification by Responsible Individual**

I hereby certify, as the responsible official of *XYZ ME,* that the following is correct to the best of my knowledge and belief:

* This Cost Allocation Plan has been developed in accordance with the requirements of Title 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the “OMB Super Circular”).
* The allocation methodologies contained in this Cost Allocation Plan have been developed on the basis of a beneficial or causal relationship between the expenses incurred and the receiving organizational units or programs.
* Costs related to each activity are based on the current reporting month. All costs have been screened for allowable costs in accordance with Title 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the “OMB Super Circular”).
* An adequate accounting and statistical system exists to support claims that will be made under the Cost Allocation Plan.
* The same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of cost have been accounted for on a consistent basis.
* The information provided in support of the proposed Cost Allocation Plan is accurate.

Signature

Printed Name

Title

Date

# Section VII – Managing Entity Operational Cost

**MHCCD - ME Mental Health Care Coordination** – This cost pool captures allowable cost of the Managing Entity's Care Coordination function. The purpose of this function is to assist individuals with behavioral health conditions who are not yet effectively connected with needed services and supports to transition successfully from higher levels of care to effective community based care. This includes services and supports that affect a person's overall well-being, such as behavioral health services, primary care, housing, and social connectedness. Managing Entities identify high utilizers and individuals

with complex, special needs who could benefit from care coordination and contract with qualified providers to provide direct care services. Managing Entities continue to track these individuals over time to ensure they are successfully connected to the services and supports they need and to measure outcomes. Managing Entities monitor for additional service needs and purchase services as necessary, ensuring network adequacy. Managing Entities develop cross-system partnerships and agreements to facilitate information sharing and referral processes.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description as to how these services are provided including an indication as to whether they are provided by ME staff or sub-contracted agencies (or both), an organizational chart, and a description of the types of costs that are charged to the cost pool. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool. Attachments may be used to simplify the explanation of allocated costs.*

*If funding is not provided to the ME in their contract, include a statement to that effect here.*

**MHCM3 - ME Care Coordination MHBG SUP2** – This cost pool captures allowable costs of the Managing Entity's Care Coordination function, when provided by supplemental Community Mental Health Block Grant funds under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) or the American Rescue Plan Act of 2021 (H.R. 1319). The purpose of this function is to assist individuals with behavioral health conditions who are not yet effectively connected with needed services and supports to transition successfully from higher levels of care to effective community-based care. This includes services and support that affect a person's overall well-being, such as behavioral health services, primary care, housing, and social connectedness. Managing Entities identify high utilizers and individuals with complex,

special needs who could benefit from care coordination and contract with qualified providers to provide direct care services. Managing Entities continue to track these individuals over time to ensure they are successfully connected to the services and supports they need and to measure outcomes. Managing Entities monitor for additional service needs and purchase services as necessary, ensuring network adequacy. Managing Entities develop cross-system partnerships and agreements to facilitate information sharing referral processes.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description as to how these services are provided including an indication as to whether they are provided by ME staff or sub-contracted agencies (or both), an organizational chart, and a description of the types of costs that are charged to the cost pool. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool. Attachments may be used to simplify the explanation of allocated costs.*

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**MHIP2 - ME MH Individual Placement & Support Train-BG Supplemental 2 Federal Budget Period: 9/1/2021 - 9/30/2025** – This cost pool captures allowable costs of an Individual Placement and Support (IPS) Trainer to work as a team member with the IPS State Team within the Office of Substance Abuse and Mental Health and Division of Vocational Rehabilitation (VR) to provide technical assistance, training, and quality improvement throughout Florida on the evidence-based practice of IPS Supported Employment and Education.

IPS is a person-centered, behavioral health service with a focus on employment, that provide individualized assistance

in choosing careers, obtaining training or education as needed, acquiring, and maintaining competitive paid employment in the community for individuals for whom employment has not been achieved or employment has been interrupted or intermittent.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description as to how these services are provided including an indication as to whether they are provided by ME staff or sub-contracted agencies (or both), an organizational chart, and a description of the types of costs that are charged to the cost pool. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool. Attachments may be used to simplify the explanation of allocated costs.*

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# Section VIII – General Mental Health and Substance Abuse Services and Specific Federal and State Funded Projects

This section describes expenditures related to general mental health and substance abuse services. Costs recorded in this section include the services identified from the Substance Abuse and Mental Health Block Grants as well as specific federal and state funded projects.

**Mental Health – Core Services Funding**

**MHARP – ME MH Services MHBG Supplemental 2** (Federal Budget Period: 9/1/2021 – 9/30/2025) – This cost pool captures the allowable costs associated with providing adult and children's mental health crisis, residential, prevention, and community based covered services as defined in Chapter 65E-14.021. F.A.C., when provided by supplemental Community Mental Health Block Grant funds under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) or the American Rescue Plan Act of 2021 (H.R. 1319).

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description of the services provided and billed for under this cost pool, which could include a list of the subcontractors and the amount they are subcontracted for. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs, which could include cost center detail and descriptions. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool.  Attachments may be used to simplify the explanation of allocated costs.*

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**Mental Health – Targeted Services Funding**

**MH262 – ME Early Intervention Services MHBG Sup 2** (Federal Budget Period: 9/1/2021 – 9/30/2025) – This cost pool captures the allowable costs of treatment services provided to individuals with early serious mental illness, including first episode psychosis, regardless of the age of the individual at onset, through Coordinated Specialty Care (CSC) teams when provided by supplemental Community Mental Health Block Grant funds under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) or the American Rescue Plan Act of 2021 (H.R. 1319).

CSC teams provide evidence-based, comprehensive, coordinated, individualized, and integrated services, including but not limited to intensive case management, individual and group therapy, supported employment, family education and supports, and psychotropic medication.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description of the services provided and billed for under this cost pool, which could include a list of the subcontractors and the amount they are subcontracted for. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs which could include cost center detail and descriptions. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool.  Attachments may be used to simplify the explanation of allocated costs.*

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**MHCJ4 – ME MH Forensic Community Diversion MHBG Sup 2** (Federal Budget Period: 9/1/2021 – 9/30/2025) – This cost pool captures the allowable costs of forensic diversion services provided by Network Service Providers under Managing Entity contracts when provided by supplemental Community Mental Health Block Grant funds under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) or the American Rescue Plan Act of 2021 (H.R. 1319).

Allowable services include competency restoration and behavioral health treatments provided in the jail setting or supporting forensic diversion services designed to expand community-based services as an alternative to placement in a forensic state mental health treatment facility.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description of the services provided and billed for under this cost pool, which could include a list of the subcontractors and the amount they are subcontracted for. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs which could include cost center detail and descriptions. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool.  Attachments may be used to simplify the explanation of allocated costs.*

*If funding is not provided to the ME in their contract, include a statement to that effect here.*

**MHOCB – ME Mental Health Crisis Beds** – This cost pool captures the allowable cost of beds in a Crisis Stabilization Unit providing direct 24/7 access to mental health assessments, stabilization, and treatment.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description of the services provided and billed for under this cost pool, which could include a list of the subcontractors and the amount they are subcontracted for. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs which could include cost center detail and descriptions. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool.  Attachments may be used to simplify the explanation of allocated costs.*

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**Substance Abuse – Targeted Services Funding**

**MSOCB – ME Substance Abuse Crisis Beds**– This cost pool captures the allowable cost of beds in a Detoxification Unit or Addictions Receiving Facility providing direct 24/7 access to substance use disorder assessments, stabilization, and treatment.

***ME Cost Allocation Plan Requirement*** *– In this section, the ME should provide a description of the services provided and billed for under this cost pool, which could include a list of the subcontractors and the amount they are subcontracted for. In addition, the ME should provide a description as to how the ME ensures that only eligible costs are charged to this cost pool and how their accounting system captures these costs which could include cost center detail and descriptions. The ME should provide the general ledger account and sub-account codes as listed in the Chart of Accounts that are used to capture the costs included in this cost pool.  If the account/sub-account codes are not unique for this cost pool, explain how the costs are identified for this cost pool.  Attachments may be used to simplify the explanation of allocated costs.*

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# Attachment II – Chart of Accounts for Accounting and Data Systems

**(Add Chart of Accounts All Levels)**