

SWMBH Net Cost Review

Provider:				
Score:				
Date of Review:				
Reviewer:				
Section 1: Staffing Costs		Possible	Actual	Percent
A	List of all employees related to the contract.			
B	All individuals shown receiving a salary or wage are employees of the agency (contracted staff)?			
C	There is appropriate and sufficient documentation to support the monthly figure reported on the Financial Status Report (FSR).			
C.1	For employees who split their time among two or more programs there is supporting documentation to justify the time/payroll split.			
C.2	All payroll check amounts are supported by source documentation showing current pay rates, hours worked, etc. such as pay stubs or payroll checks, employee offer letters, hire sheets or employment contract documentation with rate of pay and job description.			
C.3	Checks/direct deposits are issued only after work has been performed.			
D	The authorization of the paycheck for the individual who signed the paycheck is done by someone other than the signee.			
Section Total				
Section 2: Supplies and Materials		Possible	Actual	Percent
E	There are original receipts to support all expenses claimed.			
F	All expenses listed on the receipts are deemed appropriate for this category. I.e. drug screening materials, supplies for group, oral swabs, books, additional equipment and supplies.			
G	All expenses are submitted, recorded and paid in a timely manner within a quarterly basis and a minimum of four times a year.			
Section Total				
Section 3: Contracts (if applicable)		Possible	Actual	Percent
H	All sub-contracts for outside professional staff such as CPA's, marketing, evaluators, etc. contain sufficient description of services to be provided, payment to be made and when.			
I	Payment to contractors is supported by appropriate documentation.			
Section Total				
Section 4: Other		Possible	Actual	Percent
J	In order to avoid duplicate payments, there is a process in place that clearly identifies paid invoices.			
K	Approval of the invoice is done by an individual other than the individual requesting payment.			
L	There are lease of facility agreements if applicable			
M	If travel is involved there is appropriate documentation to support the travel, i.e. travel vouchers with total mileage, start and stop locations and meal reimbursements.			

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N	The amount for travel reimbursement is in line with the guidelines deemed at the time of travel. (Travel reimbursement policy with reimbursement rates).			
O	Incentives for consumers and/or staff are documented. I.e.fuel cards have a log to show disbursement.			
P	Trainings completed have receipts, logs or documentation such as certificates of completion to support the training.			
Section Total				
Section 5: Reporting		Possible	Actual	Percent
Q	The Data Reporting Template is submitted with each FSR.			
R	The Data Reporting Template includes valid CPT or HCPCS codes and rates when applicable.			
Section Total				
Section 6: Documentation		Possible	Actual	Percent
S	Progress Notes or other documentation supports information reported in the Data Reporting Template.			
T	Progress Notes or other documentation show services were implemented as indicated in the workplan.			
Section Total				
Overall Total				