



Table with 2 columns: Field (To, From, Date, Title) and Value (BHS Contracted Service Providers, Behavioral Health Services, June 13, 2025, CalAIM Invoicing for Fiscal Year (FY) 2024-25 and FY 2025-26)

This BHS Information Notice does not apply to Narcotic Treatment Program (NTP)/Opioid Treatment Program (OTP).

This memo supersedes the Temporary Invoicing Process Information Notice issued on September 26, 2024. With the end of the fiscal year approaching, an invoicing process based on data entered in SmartCare will be implemented.

To minimize the financial impact on providers, BHS will offer two options for year-end invoicing, as outlined below, that will begin with the June 2025 final invoice that must be submitted by August 31, 2025:

Option 1: CalMHSA Contract Provider Charges Export Report

If providers do not have errors in SmartCare, this report may be utilized to run a TUOS Generator (Link: Technical Resource Library) and used for invoicing, in addition to July and August TUOS Data from CCBH/SanWITS Report.

- Please email jessica.juacalla@sdcounty.ca.gov and arnold.parayaoan@sdcounty.ca.gov to schedule a training on how to run and interpret the TUOS Generator to be used for invoicing.

Option 2: COSD Program Invoicing Report

If providers continue to show errors in SmartCare, this report may be utilized to run a Service Time Generator – Program Invoicing Report (Link: Technical Resource Library) and used for invoicing, in addition to July and August TUOS Data from CCBH/SanWITS Report. Data reflects service time, not the billable time, which is expected to have some variances in calculation due to mid-point requirement of charge units.

- Please email jessica.juacalla@sdcounty.ca.gov and arnold.parayaoan@sdcounty.ca.gov to schedule training on how to run and interpret the Service Time Generator to be used for invoicing.

Unit Reconciliation Reminder

As outlined in the Exhibit C – Payment Schedule of your contract, monthly invoices shall be reconciled on year-to-date basis and a final reconciliation of units shall occur within 13 months after the end of each contract term. The expectation is that all service errors are corrected before the 13th month after the end of the contract term; therefore, Option 1 shall be utilized on the final reconciliation (listed below).

BHS will work with individual providers on the settlement process if a material impact is demonstrated during the reconciliation process.

For More Information:
- Contact your Contracting Officer’s Representative (COR) or assigned Fiscal Analyst and cc: Junida.Bersabe@sdcounty.ca.gov
- NTP/OTP questions: Contact Mylene.Fitzgerald@sdcounty.ca.gov or Tarsila.Jaca@sdcounty.ca.gov



To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	June 13, 2025
Title	CalAIM Invoicing for Fiscal Year (FY) 2024-25 and FY 2025-26

How to Invoice for Services

- Utilize the same invoice template
- For Option 1: Use TUOS Generator from this link [Technical Resource Library](#) (Section 1.2.2) and the CalMHSA Contract Provider Charges Export Report
- For Option 2: Use Service Time Generator from this link [Technical Resource Library](#) (Section 1.2.2) and the COSD Program Invoicing Report

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