**Caring Together Contractor**

**Addendum: Uniform Financial Report Audit and Preparation Manual Instructions for 2014**

**August 20, 2014**

This update to the Uniform Financial Report (UFR) Audit and Preparation Manual instructions for 2014 is for providers of Caring Together Service Models. The current instructions direct Caring Together providers to submit two separate Schedule Bs if funded for the same level of care by the Department of Mental Health (DMH) and the Department of Children and Families (DCF) as the Departments use different activity codes to track services. DMH uses a four digit code while DCF uses an alphabetical code.

Providers of Caring Together Service Models will be asked to complete one Schedule B if received funding from DCF and DMH for the same Service Model. The revenue and expenses are to be combined and reported on one Schedule B. If DMH is the primary purchaser for a Service Model, the provider should enter the DMH contract and activity code on the first line of Schedule B, Massachusetts Contract Information. If DCF was the primary purchaser, the provider should enter the DCF activity code as the first line on the Schedule B, Massachusetts Contract Information.

If Follow Along, Stepping Out or Add-On Services were provided to clients, revenue and expenses do not have to be reported on separate Schedule Bs. For example, if Follow Along services and Add On services were provided to youth enrolled in a Group Home 1:4, the income and expenses should be folded into one Schedule B for 3075/CTGH.

Finally, there may be cases where a program moved to Chapter 257 rates during FY2014. A separate schedule B will not be required for partial year contracts in place during FY2014 that were reimbursed according to individually negotiated rates prior to moving to regulated rates. The costs and revenue will be considered as one program for FY2014 and can be combined on a Schedule B. However, a separate schedule B is required for partial year contracts in place during FY2014 that were funded through a cost reimbursement contract prior to moving to regulated rates. If the activity code changed mid-year due to the implementation of regulated rates, the provider should use the appropriate Chapter 257 code.

Please refer to the following chart in completing Schedule Bs for Caring Together Service Models for FY2014.

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| **Service Class** | **Activity Codes** | **UFR Program Type** | **Program Name** |
| Youth Intermediate-Term Stabilization | 3075, CTGH, CTAD, CTRS and FNGH | 26 | Individual Support and Group Homes: Includes Group Home 1:3/Group Home 1:4/ Group Home Specialty, Pre Independent Living , Independent Living, Follow Along, Stepping Out, Add Ons and Respite. |
| Youth Intermediate-Term Stabilization | 3079 | 27 | Child Adolescent Residential (Continuum): For FY2014, only the DMH code applies |
| Youth Intermediate-Term Stabilization | 3080 | 26 | Intensive Residential Treatment IRTP) and Clinically Intensive Residential Treatment (CIRT). DMH is the only purchaser of these service models. |
| Youth Intermediate-Term Stabilization | 3091, CTRE, CTAD and FNRS | 26 | Residential Schools\* Includes Follow Along and Add Ons. |
| Youth Intermediate-Term Stabilization | CTTP and RESG | 26 | Caring Together Teen Parent: Includes House Parent, STEP/Enhanced Teen Parent and TLP. DCF is the only purchaser of these service models. |
| Youth Intermediate-Term Stabilization | CTST and FNST | 27 | STARR: For FY2014, only the DCF codes apply |

\*A few Residential Schools were reimbursed under the DMH activity code 3075 in FY2014. If this applies to your organization, please contact EOHHS.

If you have any questions, please email the following address and note Caring Together UFR Instructions in the subject line: [eohhspospolicyoffice@state.ma.us](mailto:eohhspospolicyoffice@state.ma.us).