

ANNA M. ROTH, RN, MS, MPH
 HEALTH SERVICES DIRECTOR

SUZANNE TAVANO, PHN, PHD
 BEHAVIORAL HEALTH DIRECTOR

STEPHEN FIELD, DO
 BEHAVIORAL HEALTH MEDICAL DIRECTOR



CONTRA COSTA
 BEHAVIORAL HEALTH

ADMINISTRATION
 1340 Arnold Drive, Suite 200
 Martinez, California 94553
 Ph (925) 957-5150
 Fax (925) 957-5156

To: Contra Costa Board of Supervisors

From: Suzanne Tavano, PhD-Director of Behavioral Health Services

Re: Staff Report related to Contract #74-639 for approval of renewal Contract #74-639 2

Date: August 2, 2022

On July 26, 2020, Contract #74-639-2 was removed from the Consent Calendar at the request of Chair Mitchoff and placed as a Discussion Item. This contract with Shelter, Inc includes obligations to provide and administer specialty housing services for adult residents of Contra Costa County who are participating in substance use disorder treatment.

During the Discussion period, several community members and one known owner of recovery housing expressed concern about contract management by Shelter, Inc. involving delayed or denied payments to owners/operators of the recovery housing.

This report seeks to provide responses to statements made regarding payments not being timely or forthcoming and to provide to the Board of Supervisors a list of recovery homes whose rental payments are the responsibility of Shelter, Inc., as well as an accounting of when payment demands were submitted by house owners and paid by Shelter, Inc, an explanation of a statement made by Behavioral Health Services in a letter to Support4Recovery following a meeting in which concerns about Shelter, Inc were expressed and the request made to return this contract to Support4Recovery, and an accounting of when payment demands submitted by Shelter, Inc were received and paid by Health Services.

BACKGROUND:

Support4Recovery first was awarded a contract in FY 18-19 with a payment limit of \$43,000 to provide the above referenced specialty housing. During the last full year contract (FY 20-21) the payment limit was \$251,000. This contractor provided these services over a four-year period as specified in the table below:

Support4Recovery Contract		
Contract Period	Contract Amount	Notes
FY18-19	\$43,000	
FY19-20	\$202,400	
FY20-21	\$251,500	
FY21-22	\$130,750	(6months)



On March 23, 2021, Support4Recovery notified Contra Costa Health Services- Behavioral Health of its decision to relinquish the contract services. Consequently, Shelter, Inc was contacted and agreed to assume the contract. Every effort was made to transition the contract as quickly as possible, with the support of Support4Recovery, to Shelter, Inc to avoid disruption in services.

The initial contract with Shelter, Inc to manage payments for specialized housing, with a contract payment limit of \$166,861, was approved in December 2021 by the Board of Supervisors, with the assumption of services commencing January 1, 2022.

On June 21, 2022, the Board of Supervisors approved Amendment Agreement #74-639-1 to increase the Shelter, Inc. contract payment limit to \$216,612. The amendment need was the result of additional funding secured by Health Services.

During a meeting on June 9, 2022 with Support4Recovery, return of the contract was requested. The response provided to them was that the contract had just been awarded to Shelter, Inc. but Support4Recovery could pursue future contracts with Health Services if additional funding became available. Support4Recovery also expressed additional concerns about Shelter, Inc. This meeting was followed by a letter from Support4Recovery on June 15, 2022 again requesting the County to return contracting with them.

On June 27, 2022, Support4Recovery submitted a letter to Lavonna Martin, Health Services Deputy Director, regarding their concerns and preparedness to resume the contract. In response to the letter, Behavioral Health Services met with Mr. Aswad and other Support4Recovery representatives on June 30, 2022 to hear more about concerns of late and missing payments to providers,

On July 8, 2022, Behavioral Health Services met with Shelter, Inc. management to review the complaints and concerns made by Support4Recovery and the operators who directly contacted Behavioral Health Services. Shelter, Inc. stated that all payments for services rendered had been paid to house operators who submitted adequate substantiation of residence by the clients for the time period charged. It was stated there remained some disputed claims with one provider, East Bay Recovery Homes, but attempts actively were being made to resolve this and justified payments would be made when requested information was provided.

On July 20, 2022, Behavioral Health Services invited all Sober Living Environment (SLE) providers to attend a meeting to discuss any outstanding concerns. Shelter, Inc. and all providers, with the exception of East Bay Recovery Homes, Restore, and Peace House, were in attendance and engaged in collaboration building. A Grievance Form was distributed to inform providers of a formal mechanism to report concerns and grievances, and advisement was given. Behavioral Health Services also informed the providers of visiting the homes to provide technical assistance, answer questions and hear of any outstanding concerns.

In a letter dated July 25, 2022 from Behavioral Health Services to Support4Recovery, it was stated that all outstanding issues were addressed and resolved. To clarify, the statement meant to confirm that outstanding claims that were adequately documented had been paid and resolved. The statement was not intended to signify that disputed claims related to duplicate billing, services rendered prior to Shelter, Inc becoming the contractor, or missing documentation of services had been paid.

In response to Behavioral Health Services' inquiry to Shelter, Inc. regarding outstanding provider payments, Shelter, Inc. reached out to Peace House, Restore.Hope.Dignity.Life, and East Bay Recovery Homes regarding any payment disputes and the information needed to issue payment.



Additionally, on July 28, 2022, they provided a timeline of the communications with Lela Johnson from East Bay Recovery Homes, and included as Attachment D.

REQUESTED DOCUMENTATION AND OTHER SUPPORTING INFORMATION:

In response to direction by the Board of Supervisors, attached are:

1. A list of all contractors Behavioral Health has utilized for specialty housing for adult residents who are participating in substance use disorder treatment. (*Attachment A*)
2. A list of the invoices received by the County, including payment dates and amounts paid. (*Attachment B*)
3. A list from the Shelter, Inc. payment log for all providers for calendar year 2022, which lists the recovery houses, under rental payment agreement with Shelter, Inc, and includes the date payments were made and amounts paid. (*Attachment C*)
4. A timeline of communications between Shelter, Inc. and Lela Johnson, a housing manager for multiple East Bay Recovery Homes, including the most recent email exchange and an email between Shelter, Inc. staff Susana Vigil and James Worley addressing the outstanding claims for payment from Lela Johnson. (*Attachment D*)
5. AODS Monitoring of Over and Underutilization of Service Procedure memo dated June 15, 2018, which includes Behavioral Health Services Alcohol and Other Drugs Services invoice tracking protocol. (*Attachment E*)
6. . Recovery housing data reports on the total number of clients served in recovery residences in FY 21-22 and total residents housed by contractor during FY 21-22. (*Attachment F*)



Attachment A

Support 4 Recovery Contract (#74-579)

Fiscal year	Original Contract	Amendment 1	Amendment 2	Final Contract Payment Limit
18-19 (9 months)	\$43,000	N/A	N/A	\$43,000
19-20	\$68,000	\$202,400	\$237,400	\$237,400
20-21	\$251,500	N/A	N/A	\$251,500
21-22 (6 months)	\$130,750	N/A	N/A	\$130,750

Shelter, Inc. Contract (#74-639)

Fiscal year	Original Contract	Amendment 1	Amendment 2	Final Contract Payment Limit
21-22 (9 months)*	\$166,861	\$216,612**	N/A	\$216,612
22-23	\$335,152**	N/A	N/A	\$335,152

* Although the contract was for nine months, Shelter, Inc. did not start services until 1/1/22

** Contract not yet executed

Bi-Bett Uilkema House Contracts (#74-174 & #74-463)

Fiscal year	Original Contract	Amendment 1	Amendment 2	Final Contract Payment Limit
18-19	\$186,096	N/A	N/A	\$186,095
19-20	\$191,407	N/A	N/A	\$191,406
20-21	\$208,418	N/A	N/A	\$208,418
21-22	\$206,374	N/A	N/A	\$206,374
22-23	\$206,168	N/A	N/A	\$206,168

Oxford House Contract (#74-639)

Fiscal year	Original Contract	Amendment 1	Amendment 2	Final Contract Payment Limit
18-19	\$157,340	N/A	N/A	\$157,340
19-20	\$181,624	N/A	N/A	\$181,624
20-21	\$165,624	N/A	N/A	\$165,624
21-22	\$165,624	\$361,480	N/A	\$361,480
22-23	\$361,480	N/A	N/A	\$361,480

Shelter Inc

Contract #: 74-639

Term: 10/01/2021 to 06/30/2022

Contract Payment Limit: \$166,861.00

Contract Execution: 12/23/2021 (Provider did not start services until the contract was executed on January 1, 2022)

ALCOHOL AND OTHER DRUGS SERVICES

Attachment B

AODS Date Received	AODS Date Processed	Provider Billing Month	Total Amount	Date Sent to Finance	Delay Reasons /Other	Payment Date and Amount	
4/28/22	4/28/22	January 2022	\$13,160.89	5/6/22	Needed confirmation from the Auditor's Office if electronic signatures were allowed	5/25/22	\$13,160.89
4/28/22	4/28/22	February 2022	\$34,088.47	5/6/22	Needed confirmation from the Auditor's Office if electronic signatures were allowed	5/25/22	\$34,088.47
4/28/22	4/28/22	March 2022			Indirect cost error on demand, requests sent to provider for corrections and to resubmit on 4/28/22, 5/26/22, 6/2/22, 6/17/22, and 6/30/22 .		
6/2/22	6/2/22	April 2022	\$37,510.83	6/2/22		6/30/22	\$37,510.83
6/30/22	6/30/22	March 2022	\$35,653.80	7/1/22		7/19/22	\$35,653.80
7/7/22	7/7/22	May 2022	\$39,021.00	7/8/22		7/15/22	\$39,021.00
7/7/22	7/7/22	June 2022	\$42,935.19	7/8/22	Pending approval of Contract amendment #74-639-2 to pay full amount.	7/15/22	\$7,425.68

Contract Amendment Submitted: 5/26/22

Effective: 5/1/2022 Contract Payment Limit: \$216,612.00

Contract Status: Contractor / Sent 6-28-22 / Returned 6-28-22 Amendment Execution: Pending

ATTACHMENT C

List of Providers from Shelter, Inc. Payment Log

Vendor	Check Date	Amount Paid	Memo / Description
BI-BETT CORPORATION	2/1/2022	160.00	BI-BETT CORPORATION: January 2022 Pro-Rated Rent -
BI-BETT CORPORATION	2/1/2022	160.00	BI-BETT CORPORATION: January 2022 Pro-Rated Rent -
BI-BETT CORPORATION	2/14/2022	480.00	BI-BETT CORPORATION: February 2022 Pro-Rated Rent -
BI-BETT CORPORATION	2/14/2022	300.00	BI-BETT CORPORATION: February 2022 Rent -
BI-BETT CORPORATION	2/14/2022	600.00	BI-BETT CORPORATION: February 2022 Rent -
BI-BETT CORPORATION	2/14/2022	420.00	BI-BETT CORPORATION: January 2022 Rent -
BI-BETT CORPORATION	2/15/2022	600.00	BI-BETT CORPORATION: February 2022 Rent -
BI-BETT CORPORATION	3/1/2022	600.00	BI-BETT CORPORATION: March 2022 Rent -
BI-BETT CORPORATION	3/1/2022	600.00	BI-BETT CORPORATION: March 2022 Rent -
BI-BETT CORPORATION	3/1/2022	600.00	BI-BETT CORPORATION: March 2022 Rent -
BI-BETT CORPORATION	4/1/2022	40.00	BI-BETT CORPORATION: March 2022 Pro-Rated Rent -
BI-BETT CORPORATION	4/1/2022	100.00	BI-BETT CORPORATION: March 2022 Pro-Rated Rent -
BI-BETT CORPORATION	4/1/2022	40.00	BI-BETT CORPORATION: March 2022 Pro-Rated Rent -
BI-BETT CORPORATION	4/1/2022	600.00	BI-BETT CORPORATION: April 2022 Rent -
BI-BETT CORPORATION	4/1/2022	600.00	BI-BETT CORPORATION: April 2022 Rent -
BI-BETT CORPORATION	4/1/2022	420.00	BI-BETT CORPORATION: April 2022 Rent Extension
BI-BETT CORPORATION	4/1/2022	600.00	BI-BETT CORPORATION: April 2022 Rent -
BI-BETT CORPORATION	5/1/2022	385.00	BI-BETT CORPORATION: January 2022 Pro-Rated Rent -
BI-BETT CORPORATION	5/1/2022	420.00	BI-BETT CORPORATION: May 2022 Rent Extension -
BI-BETT CORPORATION	5/1/2022	300.00	BI-BETT CORPORATION: May 2022 Rent Extension -
BI-BETT CORPORATION	5/1/2022	600.00	BI-BETT CORPORATION: May 2022 Rent -
BI-BETT CORPORATION	5/1/2022	600.00	BI-BETT CORPORATION: May 2022 Rent -
BI-BETT CORPORATION	5/1/2022	600.00	BI-BETT CORPORATION: May 2022 Rent -
BI-BETT CORPORATION	5/12/2022	380.00	BI-BETT CORPORATION: May 2022 Pro-Rated Rent -
BI-BETT CORPORATION	6/1/2022	420.00	BI-BETT CORPORATION: June 2022 Rent -
BI-BETT CORPORATION	6/1/2022	420.00	BI-BETT CORPORATION: June 2022 Rent -
BI-BETT CORPORATION	6/1/2022	420.00	BI-BETT CORPORATION: June 2022 Rent -
BI-BETT CORPORATION	6/1/2022	300.00	BI-BETT CORPORATION: June 2022 Rent Extension -
BI-BETT CORPORATION	6/17/2022	260.00	BI-BETT CORPORATION: June 2022 Pro-Rent -
TOTAL PAID TO BI-BETT CORPORATION:		12,025.00	
DEANA L. CAPURRO	1/18/2022	233.00	DEANA L. CAPURRO: January 2022 Pro-Rated Rent -
DEANA L. CAPURRO	1/20/2022	224.00	DEANA L. CAPURRO: December 2021 Pro-Rated Rent -
DEANA L. CAPURRO	1/20/2022	500.00	DEANA L. CAPURRO: January 2022 Rent
DEANA L. CAPURRO	2/14/2022	350.00	DEANA L. CAPURRO: February 2022 Rent -
DEANA L. CAPURRO	4/1/2022	500.00	DEANA L. CAPURRO: April 2022 Rent -
DEANA L. CAPURRO	5/1/2022	500.00	DEANA L. CAPURRO: May 2022 Rent -
DEANA L. CAPURRO	6/1/2022	500.00	DEANA L. CAPURRO: June 2022 Rent -
TOTAL PAID TO DEANA L. CAPURRO:		2,807.00	
DONALD L. JOHNSON	1/20/2022	80.00	DONALD L. JOHNSON: December 2021 Pro-Rated Rent -
DONALD L. JOHNSON	1/20/2022	800.00	DONALD L. JOHNSON: January 2022 Rent -
DONALD L. JOHNSON	2/14/2022	800.00	DONALD L. JOHNSON: February 2022 Rent -
DONALD L. JOHNSON	3/1/2022	560.00	DONALD L. JOHNSON: March 2022 Rent -
DONALD L. JOHNSON	4/1/2022	400.00	DONALD L. JOHNSON: April 2022 Rent Extension
DONALD L. JOHNSON	4/2/2022	800.00	DONALD L. JOHNSON: April 2022 Rent -
DONALD L. JOHNSON	6/1/2022	800.00	DONALD L. JOHNSON: June 2022 Rent -
DONALD L. JOHNSON	6/1/2022	800.00	DONALD L. JOHNSON: May 2022 Rent -
TOTAL PAID TO DONALD L. JOHNSON:		5,040.00	
DORANNE DONESKY	4/26/2022	375.00	DORANNE DONESKY: April 2022 Pro-Rated Rent -
DORANNE DONESKY	5/1/2022	750.00	DORANNE DONESKY: May 2022 Rent
DORANNE DONESKY	6/30/2022	750.00	DORANNE DONESKY: June 2022 Rent -
TOTAL PAID TO DORANNE DONESKY:		1,875.00	
Glo's Independant Living, LLC	5/6/2022	605.00	Glo's Independant Living, LLC: May 2022 Pro-Rated Rent -
Glo's Independant Living, LLC	6/1/2022	750.00	Glo's Independant Living, LLC: June 2022 Rent
TOTAL PAID TO GLO'S INDEP. LIVING:		1,355.00	

ATTACHMENT C

Vendor	Check Date	Amount Paid	Memo / Description
LELA JOHNSON	2/1/2022	120.00	LELA JOHNSON: December 2021 Pro-Rated Rent
LELA JOHNSON	2/1/2022	168.00	LELA JOHNSON: January 2022 Pro-Rated Rent -
LELA JOHNSON	2/1/2022	552.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	168.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	168.00	LELA JOHNSON: January 2022 Pro-Rated Rent -
LELA JOHNSON	2/1/2022	168.00	LELA JOHNSON: January 2022 Pro-Rated Rent -
LELA JOHNSON	2/1/2022	168.00	LELA JOHNSON: January 2022 Pro-Rated Rent -
LELA JOHNSON	2/1/2022	720.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	360.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	720.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	504.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	486.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	720.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	720.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	360.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	360.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/1/2022	720.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	2/14/2022	600.00	LELA JOHNSON: February 2022 Pro-Rated Rent -
LELA JOHNSON	2/14/2022	720.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	2/14/2022	720.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	2/14/2022	720.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	2/14/2022	720.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	2/14/2022	504.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	2/14/2022	504.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	2/14/2022	720.00	LELA JOHNSON: February 2022 Rent -
LELA JOHNSON	3/1/2022	48.00	LELA JOHNSON: February 2022 Pro-Rated Rent -
LELA JOHNSON	3/1/2022	168.00	LELA JOHNSON: February 2022 Pro-Rated Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: February 2022 Rent - 135 Greenmeadow Circle -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: January 2022 Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	672.00	LELA JOHNSON: March 2022 Pro-Rated Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	360.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	360.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/1/2022	720.00	LELA JOHNSON: March 2022 Rent -
LELA JOHNSON	3/4/2022	672.00	LELA JOHNSON: March 2022 Pro-Rated Rent -
LELA JOHNSON	3/4/2022	672.00	LELA JOHNSON: March 2022 Pro-Rated Rent -
LELA JOHNSON	3/11/2022	720.00	LELA JOHNSON: March 2022 Rent
LELA JOHNSON	3/14/2022	552.00	LELA JOHNSON: March 2022 Pro-Rated Rent
LELA JOHNSON	3/22/2022	240.00	LELA JOHNSON: March 2022 Pro-Rated Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	720.00	LELA JOHNSON: April 2022 Rent -
LELA JOHNSON	4/1/2022	504.00	LELA JOHNSON: April 2022 Rent Extension -
LELA JOHNSON	4/18/2022	576.00	LELA JOHNSON: April 2022 Pro-Rated Rent -
LELA JOHNSON	4/25/2022	144.00	LELA JOHNSON: April 2022 Pro-Rated Rent -

ATTACHMENT C

List of Providers from Shelter, Inc. Payment Log

Vendor	Check Date	Amount Paid	Memo / Description
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent -
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent -
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent -
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent -
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent -
LELA JOHNSON	5/1/2022	504.00	LELA JOHNSON: May 2022 Rent Extension -
LELA JOHNSON	5/1/2022	360.00	LELA JOHNSON: May 2022 Rent Extension -
LELA JOHNSON	5/1/2022	360.00	LELA JOHNSON: May 2022 Rent Extension -
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent --
LELA JOHNSON	5/1/2022	720.00	LELA JOHNSON: May 2022 Rent -
LELA JOHNSON	5/13/2022	450.00	LELA JOHNSON: May 2022 Pro-Rated Rent -
LELA JOHNSON	5/13/2022	625.00	LELA JOHNSON: May 2022 Pro-Rated Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	504.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	504.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/1/2022	720.00	LELA JOHNSON: June 2022 Rent -
LELA JOHNSON	6/17/2022	312.00	LELA JOHNSON: June 2022 Rent -
TOTAL PAID TO LELA JOHNSON		44,017.00	

ATTACHMENT C

Vendor	Check Date	Amount Paid	Memo / Description
Lifeshouse Recovery Homes Inc.	1/20/2022	250.00	Lifeshouse Recovery Homes Inc.: December 2021 Pro-Rated Rent -
Lifeshouse Recovery Homes Inc.	1/20/2022	385.00	Lifeshouse Recovery Homes Inc.: January 2022 Rent - . - ** please note the participant has been relocated due to not getting along with other housemates
Lifeshouse Recovery Homes Inc.	1/20/2022	650.00	Lifeshouse Recovery Homes Inc.: January 2022 Rent
Lifeshouse Recovery Homes Inc.	1/28/2022	72.00	Lifeshouse Recovery Homes Inc.: January 2022 Pro-Rated Rent -
Lifeshouse Recovery Homes Inc.	2/14/2022	550.00	Lifeshouse Recovery Homes Inc.: February 2022 Rent -
Lifeshouse Recovery Homes Inc.	2/14/2022	650.00	Lifeshouse Recovery Homes Inc.: February 2022 Rent -
Lifeshouse Recovery Homes Inc.	2/14/2022	455.00	Lifeshouse Recovery Homes Inc.: February 2022 Rent -
Lifeshouse Recovery Homes Inc.	2/28/2022	126.00	Lifeshouse Recovery Homes Inc.: February 2022 Pro-Rate Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: February 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: February 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: January 2022 Rent
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: January 2022 Rent in Arrears -
Lifeshouse Recovery Homes Inc.	3/1/2022	550.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	550.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	450.00	Lifeshouse Recovery Homes Inc.: March 2022 Pro-Rated Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	550.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent
Lifeshouse Recovery Homes Inc.	3/1/2022	650.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent
Lifeshouse Recovery Homes Inc.	3/11/2022	650.00	Lifeshouse Recovery Homes Inc.: March 2022 Rent -
Lifeshouse Recovery Homes Inc.	3/25/2022	128.00	Lifeshouse Recovery Homes Inc.: March 2022 Pro-Rated Rent
Lifeshouse Recovery Homes Inc.	4/1/2022	650.00	Lifeshouse Recovery Homes Inc.: January 2022 Rent - 4
Lifeshouse Recovery Homes Inc.	4/1/2022	385.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent Extension
Lifeshouse Recovery Homes Inc.	4/1/2022	550.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent -
Lifeshouse Recovery Homes Inc.	4/1/2022	455.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent Extension
Lifeshouse Recovery Homes Inc.	4/1/2022	455.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent Extension - .
Lifeshouse Recovery Homes Inc.	4/1/2022	550.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent -
Lifeshouse Recovery Homes Inc.	4/1/2022	650.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent
Lifeshouse Recovery Homes Inc.	4/1/2022	650.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent -
Lifeshouse Recovery Homes Inc.	4/22/2022	137.00	Lifeshouse Recovery Homes Inc.: April 2022 Pro-Rated Rent -
Lifeshouse Recovery Homes Inc.	4/26/2022	260.00	Lifeshouse Recovery Homes Inc.: April 2022 Pro-Rated Rent
Lifeshouse Recovery Homes Inc.	5/1/2022	550.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent -
Lifeshouse Recovery Homes Inc.	5/1/2022	650.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent -
Lifeshouse Recovery Homes Inc.	5/1/2022	650.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent -
Lifeshouse Recovery Homes Inc.	5/1/2022	650.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent -
Lifeshouse Recovery Homes Inc.	5/1/2022	325.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent Extension -
Lifeshouse Recovery Homes Inc.	5/1/2022	455.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent Extension - .
Lifeshouse Recovery Homes Inc.	5/1/2022	550.00	Lifeshouse Recovery Homes Inc.: May Rent 2022 -
Lifeshouse Recovery Homes Inc.	5/3/2022	493.00	Lifeshouse Recovery Homes Inc.: May 2022 Pro-Rated Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	650.00	Lifeshouse Recovery Homes Inc.: April 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	650.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	550.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent
Lifeshouse Recovery Homes Inc.	6/1/2022	650.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	550.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	455.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent
Lifeshouse Recovery Homes Inc.	6/1/2022	550.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent
Lifeshouse Recovery Homes Inc.	6/1/2022	650.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	600.00	Lifeshouse Recovery Homes Inc.: June 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	550.00	Lifeshouse Recovery Homes Inc.: June Rent 2022
Lifeshouse Recovery Homes Inc.	6/1/2022	231.00	Lifeshouse Recovery Homes Inc.: May 2022 Prorated Rent -
Lifeshouse Recovery Homes Inc.	6/1/2022	650.00	Lifeshouse Recovery Homes Inc.: May 2022 Rent -
Lifeshouse Recovery Homes Inc.	6/30/2022	217.00	Lifeshouse Recovery Homes Inc.: June 2022 Prorated Rent -
TOTAL PAID TO LIFEHOUSE:		26,584.00	

ATTACHMENT C

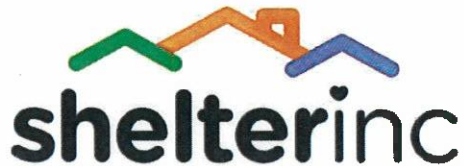
List of Providers from Shelter, Inc. Payment Log

Vendor	Check Date	Amount Paid	Memo / Description
Mei Lia Storelee	6/1/2022	729.00	Mei Lia Storelee: June 2022 Rent -
Mei Lia Storelee	6/9/2022	546.00	Mei Lia Storelee: June 2022 Pro- Rent -
Mei Lia Storelee	6/9/2022	546.00	Mei Lia Storelee: June 2022 Pro- Rent -
Mei Lia Storelee	6/17/2022	338.00	Mei Lia Storelee: June 2022 Pro- Rent -
TOTAL PAID TO MEI LIA STORELEE:		2,159.00	
PEACE HOUSE INC.	1/1/2022	800.00	PEACE HOUSE INC.: January 2022 Rent -
PEACE HOUSE INC.	2/14/2022	560.00	PEACE HOUSE INC.: February 2022 Rent -
PEACE HOUSE INC.	5/4/2022	728.00	PEACE HOUSE INC.: May 2022 Pro-Rated Rent
PEACE HOUSE INC.	6/1/2022	800.00	PEACE HOUSE INC.: June 2022 Rent -
TOTAL PAID TO PEACE HOUSE INC.:		2,888.00	
RESTORE.HOPE.DIGNITY.LIFE	2/14/2022	567.00	RESTORE.HOPE.DIGNITY.LIFE: February 2022 Pro-Rated Rent -
RESTORE.HOPE.DIGNITY.LIFE	2/15/2022	600.00	RESTORE.HOPE.DIGNITY.LIFE: February 2022 Rent -
RESTORE.HOPE.DIGNITY.LIFE	3/1/2022	600.00	RESTORE.HOPE.DIGNITY.LIFE: March 2022 Rent -
RESTORE.HOPE.DIGNITY.LIFE	3/1/2022	600.00	RESTORE.HOPE.DIGNITY.LIFE: March 2022 Rent -
RESTORE.HOPE.DIGNITY.LIFE	4/1/2022	600.00	RESTORE.HOPE.DIGNITY.LIFE: April 2022 Rent -
RESTORE.HOPE.DIGNITY.LIFE	5/1/2022	420.00	RESTORE.HOPE.DIGNITY.LIFE: May 2022 Rent Extension -
TOTAL PAID TO RESTORE:		3,387.00	
THE BALANCE POINT FOUNDATION	3/1/2022	700.00	THE BALANCE POINT FOUNDATION: March 2022 Rent -
THE BALANCE POINT FOUNDATION	3/9/2022	621.00	THE BALANCE POINT FOUNDATION: March 2022 Pro-Rated Rent - .
THE BALANCE POINT FOUNDATION	3/15/2022	552.00	THE BALANCE POINT FOUNDATION: March 2022 Pro-Rated Rent - .
THE BALANCE POINT FOUNDATION	4/1/2022	700.00	THE BALANCE POINT FOUNDATION: April 2022 Rent -
THE BALANCE POINT FOUNDATION	4/1/2022	700.00	THE BALANCE POINT FOUNDATION: April 2022 Rent -
THE BALANCE POINT FOUNDATION	5/1/2022	700.00	THE BALANCE POINT FOUNDATION: May 2022 Rent -
THE BALANCE POINT FOUNDATION	5/1/2022	700.00	THE BALANCE POINT FOUNDATION: May 2022 Rent -
TOTAL PAID TO THE BALANCE PT.:		4,673.00	
TURNING POINT SOBER LIVING, INC.	2/1/2022	300.00	TURNING POINT SOBER LIVING, INC.: December 2021 Pro-Rated Rent
TURNING POINT SOBER LIVING, INC.	2/1/2022	800.00	TURNING POINT SOBER LIVING, INC.:
TURNING POINT SOBER LIVING, INC.	2/14/2022	800.00	TURNING POINT SOBER LIVING, INC.: February 2022 Rent -
TURNING POINT SOBER LIVING, INC.	2/15/2022	504.00	TURNING POINT SOBER LIVING, INC.: February 2022 Rent -
TURNING POINT SOBER LIVING, INC.	2/23/2022	104.00	TURNING POINT SOBER LIVING, INC.: February 2022 Pro-Rated Rent -
TURNING POINT SOBER LIVING, INC.	3/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: March 2022 Rent -
TURNING POINT SOBER LIVING, INC.	3/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: March 2022 Rent -
TURNING POINT SOBER LIVING, INC.	4/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: April 2022 Rent -
TURNING POINT SOBER LIVING, INC.	4/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: April 2022 Rent -
TURNING POINT SOBER LIVING, INC.	4/2/2022	800.00	TURNING POINT SOBER LIVING, INC.: April 2022 Rent -
TURNING POINT SOBER LIVING, INC.	5/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: May 2022 Rent -
TURNING POINT SOBER LIVING, INC.	5/1/2022	560.00	TURNING POINT SOBER LIVING, INC.: May 2022 Rent Extension -
TURNING POINT SOBER LIVING, INC.	6/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: June 2022 Rent -
TURNING POINT SOBER LIVING, INC.	6/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: June 2022 Rent -
TURNING POINT SOBER LIVING, INC.	6/1/2022	800.00	TURNING POINT SOBER LIVING, INC.: June 2022 Rent --
TOTAL PAID TO TURNING PT.:		10,268.00	

ATTACHMENT C

Vendor	Check Date	Amount Paid	Memo / Description
VENORD ENTERPRISE INC.	1/20/2022	675.00	VENORD ENTERPRISE INC.: January 2022 Rent
VENORD ENTERPRISE INC.	1/20/2022	472.50	VENORD ENTERPRISE INC.: January 2022 Rent
VENORD ENTERPRISE INC.	1/20/2022	675.00	VENORD ENTERPRISE INC.: January 2022 Rent
VENORD ENTERPRISE INC.	1/20/2022	337.50	VENORD ENTERPRISE INC.: January 2022 Rent -
VENORD ENTERPRISE INC.	1/20/2022	337.50	VENORD ENTERPRISE INC.: January 2022 Rent
VENORD ENTERPRISE INC.	1/20/2022	675.00	VENORD ENTERPRISE INC.: January 2022 Rent
VENORD ENTERPRISE INC.	1/20/2022	675.00	VENORD ENTERPRISE INC.: January 2022 Rent
VENORD ENTERPRISE INC.	1/20/2022	675.00	VENORD ENTERPRISE INC.: January 2022 Rent -
VENORD ENTERPRISE INC.	1/20/2022	675.00	VENORD ENTERPRISE INC.: January 2022 Rent --
VENORD ENTERPRISE INC.	2/1/2022	247.50	VENORD ENTERPRISE INC.: January 2022 Pro-Rated Rent -
VENORD ENTERPRISE INC.	2/14/2022	337.50	VENORD ENTERPRISE INC.: February 2022 Rent -
VENORD ENTERPRISE INC.	2/14/2022	472.50	VENORD ENTERPRISE INC.: February 2022 Rent -
VENORD ENTERPRISE INC.	2/14/2022	675.00	VENORD ENTERPRISE INC.: February 2022 Rent -
VENORD ENTERPRISE INC.	2/14/2022	675.00	VENORD ENTERPRISE INC.: February 2022 Rent - -
VENORD ENTERPRISE INC.	2/14/2022	472.50	VENORD ENTERPRISE INC.: February 2022 Rent -
VENORD ENTERPRISE INC.	3/1/2022	675.00	VENORD ENTERPRISE INC.: March 2022 Rent -
VENORD ENTERPRISE INC.	3/1/2022	472.50	VENORD ENTERPRISE INC.: March 2022 Rent - -
VENORD ENTERPRISE INC.	4/1/2022	472.50	VENORD ENTERPRISE INC.: January 2022 Rent -
VENORD ENTERPRISE INC.	4/1/2022	472.50	VENORD ENTERPRISE INC.: April 2022 Rent Extension -
VENORD ENTERPRISE INC.	4/1/2022	472.50	VENORD ENTERPRISE INC.: April 2022 Rent Extension -
TOTAL PAID TO VENORD:		10,642.50	
TOTAL PAID TO ALL SUBCONTRACTORS:		127,720.50	

Attachment D



July 28, 2022

RE: Timeline of communication with East Bay Recovery Homes

- 2/2/2022 - Lela reached out to SHELTER, Inc. staff requesting checks for December and January.
- 2/2/2022 - SHELTER, Inc. staff responded to Lela asking for a signed MOU and stated that she "will have everything submitted today"
- 2/8/2022 - Lela emailed SHELTER, Inc. staff, stating she has not received her checks. SHELTER, Inc. staff emailed manager to get an update on the check status.
- 2/8/2022 - SHELTER, Inc. program manager emailed SI finance department and asked for the checks to be rushed
- 2/10/2022 - Lela contacted SHELTER, Inc. staff and stated she will not take any more participants until she is paid.
- 2/10/2022 - SHELTER, Inc. staff emailed SI program director to let him know the checks were ready. Program director picked up checks and handed to SHELTER, Inc. staff for delivery.
- 5/6/2022 - Lela emailed SHELTER, Inc. staff and stated "Hi, hope all is well, I'm trying to connect with SHELTER, Inc. staff regarding some missed payments. She's not responding to me."
- 5/6/2022 - Program manager asked staff what was going on and that staff member emailed in reply "I spoke with her this morning". No other details documented.
- 6/20/2022 - Lela emailed Fatima a list of clients who she claimed had not been paid for.
- 6/20/2022 - Fatima emailed SI controller and asked him to look into these payments.
- 6/21/2022 - Controller emailed program director and program manager and asked to research client status.
- 6/21/2022 - Program manager emailed controller and program director and stated "We have made payment for clients that are working the program and approved. I will have SHELTER, Inc. staff review, both houses have communication with SHELTER, Inc. staff and myself and we have not missed any payments. I can tell you that we are not behind in any payments, we will review and I will have SHELTER, Inc. staff provide an update."
- 6/22/2022 - Program manager emailed controller, program director, and Fatima with a detailed description of all outstanding payments
- 6/27/2022 - Program manager emailed Fatima, program director, and controller confirming check submission for 6 checks
- 6/30/2022 - Program director left a voice message and an email for Lela
- 7/1/2022 - Lela emailed program director a list of clients with amounts due.



- 7/1/2022 - Program director emailed Lela and stated "I will start working on all of these" Lela replied "Thank you very much"
- 7/1/2022 - Fatima emailed program director stating that Tom was giving her number out to clients as the new point of contact because they were "worried"
- 7/7/2022 - SHELTER, Inc. staff the following: Hi Lela, attached are copies of the checks for Client xxx that I told you I would send over. You stated that we owed you \$720 for the months of April, May and June. One of the attached checks is for the month of April for the amount of \$720. Being that the client was enrolled since Feb in which we paid the prorated amount of \$48 for February and we paid \$720 for the month of March. Per the notes I was able to find on this client there was to be no extension payment for the month of May. He has been closed out from the program. Payments for client, C , K , J , F , S , have all been submitted for and should be released to me on Friday for you to pick up. (Verified all payments have been made for these clients as of 7/27/2022) I'm currently working on E (verified paid as of 7/27/2022) and looking into R and S (As of 7/28/2022 still no proof clients ever enrolled in program). Lela, if you could please send me a list of the clients you have there with their contact information. I would really appreciate it. I would like the case manager to reach out to the clients staying with you. Plus, it might help speed up this process. Thank you!
- 7/7/2022 - Lela responded to SHELTER, Inc. staff stating she would get all information and send it over as soon as possible.
- 7/8/2022 - Lela sent 9 information for 9 clients
- 7/15/2022 - SHELTER, Inc. staff requested intake documentation 6 clients that we were unable to verify
- 7/18/2022 - Lela responded that she is attempting to locate documents
- 7/19/2022 - SHELTER, Inc. staff emailed Lela stating she is still waiting for intake docs
- 7/15/2022 - Lela emailed Fatima and program director stating she heard from anyone all week and that her attorney will be contacting us.
- 7/15/2022 - Program director emailed Lela and stated "Can you please provide more information on the unpaid January payment so we can look into this." – No Response
- 7/26/2022 - Lela emailed Fatima a "small claims demand letter"
- 7/26/2022 - Program director emailed Lela "Can you please send me names and dates of unpaid invoices. Any paperwork you can provide would be appreciated."
- 7/26/2022 - Lela replied to program director "First thing in the morning, I certainly will"
- 7/28/2022 - As of 11:30am today, no response.

7/27/22, 2:34 PM

Mail - James Worley - Outlook

Re: Unpaid invoices

Lela Reece <lclareece@gmail.com>

Tue 7/26/2022 5:53 PM

To: James Worley <James.Worley@shelterinc.org>

CAUTION: This message originated outside of the organization, please be careful with any links or attachments.

First thing in the morning, I certainly will.

Thank you

Lela Johnson

925-497-6737

On Jul 26, 2022, at 5:08 PM, James Worley <James.Worley@shelterinc.org> wrote:

Lela,

Can you please send me names and dates of unpaid invoices.
Any paperwork you can provide would be appreciated.

Thank you.

Please let's resolve this so we can all continue to help people in recovery.
I have sent all
Requested documents and I still have no outstanding payments paid.
I have no access to clients original application for requesting funding. I only have my paperwork from intake when a client
moved in.
I have to many unpaid clients who was approved by shelter inc before they exited treatment.
Thank you In advance
Lela Johnson
925-497-6737

7/27/22, 2:34 PM

Mail - James Worley - Outlook



James Worley

Program Director

 [925.349.0521](tel:925.349.0521)  SHELTERInc.org

 [PO Box 5368, Concord, CA 94524](#)



East Bay Recovery Payment Status

Susana Vigil <Susana.Vigil@shelterinc.org>

Tue 7/26/2022 4:08 PM

To: James Worley <James.Worley@shelterinc.org>

Hi James,

From the outstanding claims of payment from Lela Johnson (East Bay Recovery) The following have been paid.

E	\$450.00	May 2022 Pro-Rated Rent
E	\$720.00	June 2022 Rent
K	\$720.00	June 2022 Rent (NG)
P	\$720.00	June 2022 Rent (NG)
C	\$720.00	June 2022 Rent (NG)
R	\$504.00	June 2022 Rent (NG)
K	\$720.00	June 2022 Rent (NG)
K	\$720.00	July 2022 Rent
C	\$720.00	July 2022 Rent
J	\$720.00	July 2022 Rent
S	\$720.00	July 2022 Rent
K	\$504.00	July 2022 Rent
F	\$504.00	July 2022 Rent
E	\$720.00	July 2022 Rent
P	\$720.00	July 2022 Rent
	\$9,882.00	

The following are pending. They have been submitting and should be released this week if approved by finance.

D	AODS	\$800.00	Lela Johnson	EB Recovery Homes	January 2022 Rent
C	AODS	\$288.00	Lela Johnson	EB Recovery Homes	May 2022 Rent

There are still a few others that I have not released payments for. I have provided a list a of names (that Lela provided us) with explanations as to why we have not released payment for some of these other requests of back pay, or where we are in the process.

- D - Dec. \$800.00 Jan. \$800 Total \$1600.00 (single room) (Not eligible for December payment as he was still with Support4 Recovery. Shelter Inc. took over the contract starting Jan..... Check request has just been recently submitted for Jan payment of \$800. Check should be released this week)
- C April \$360.00 (April would have been 4th month of assistance at 70%. Can't find where client would have been approved for extension. No notes, no updated stepdown. Client was moved from active client list to closed while Nikki was still involved with the program— Per client tracker there should be a \$288 credit due to client moving out early).
- S - April. \$240.00 May. \$720, June \$720. Total \$1680.00 (No proof of client. No application was ever found to be submitted for this client. Client was never placed on client tracker, no stepdown was created. Asked Lela to provide us with proof of documentation that client was enrolled. Asked Lela to have the counselor from the treatment center to RE-FORWARD the initial email & application, since we had no records of this ever being completed.. According to the Program Coordinator, Stephanie Orlando-Sanborn stated "Unfortunately, I am not able to access the email address it was sent from. Our case manager David Zimmerman sent it and he is no longer with us.". I offered Lela to have the client send us a copy of her intake paperwork that she completed with Nikki. Lela only provided us with the intake paperwork the client signed with her SLE, but not with our AODS program)
- B April. \$720.00. May \$720.00 June \$720.00 total \$2160.00 (was paid 1st 3 months of program Feb – April \$48, \$720, \$720.... No proof of extension of program. If client had qualified for the extended 2 additional months then it would have been for the amounts of \$504 May (70%) and \$360 June (50%). No proof of extension documents ever located. I provided Lela with copies of deposited checks that I received from finance.
- K - May \$384, June, \$720.00 total \$1104.00 (June payment has already been paid. Lela is claiming that client moved in in May. According to our client tracker and the stepdown I found that was created. They have his move-in date listed as June 1, 2022. I asked Lela to please provide an invoice or bed contract/SLE intake contract. One for this client was never produced.)
- C | May \$288.00 June \$720.00 total \$1008.00 (June payment has been made. May payment is pending. Check request has been submitted. Check should be released this week)
- R. - May \$168.00 June \$720.00 July \$720 (No Proof of client ever being enrolled into program. No intake paperwork, not on client tracker, no stepdown created. Found application send over to Fatima she is reaching out to Ujima East to see if client was compliant)
- S June \$720.00 and July \$720 No Proof of client ever being enrolled into program. No intake paperwork, not on client tracker, no stepdown created. Found application and informed Fatima. She will reach out to DVR and inquire if client was compliant)



Susana Vigil

Program Specialist

[925.349.0533](tel:925.349.0533) SHELTERInc.org

[PO Box 5368, Concord, CA 94524](#)



7/27/22, 2:35 PM

Mail - James Worley - Outlook

Re: Unpaid funds

James Worley <James.Worley@shelterinc.org>

Fri 7/15/2022 10:55 AM

To: Lela Reece <lolareece@gmail.com>; Fatima Sol <fatima.matalosol@cchealth.org>; Susana Vigil <Susana.Vigil@shelterinc.org>

Lela,

Can you please provide more information on the unpaid January payment so we can look into this.

Thank you.

From: Lela Reece <lolareece@gmail.com>

Sent: Friday, July 15, 2022 6:52 AM

To: Fatima Sol <fatima.matalosol@cchealth.org>; James Worley <James.Worley@shelterinc.org>

Subject: Unpaid funds

CAUTION. This message originated outside of the organization, please be careful with any links or attachments.

Hello,

I haven't heard from anyone all week regarding unpaid funds from January 2022.

I have no other choice but to move forward with court proceedings.

My attorney will be contacting you soon.

Thank you

Lela Johnson

925-497-6737



Attachment E

DATE: June 15, 2018

INFORMATION NOTICE NO: 802-IN AODS

TO: All Contra Costa County AODS Subcontracted Providers

SUBJECT: AODS Monitoring of Over and Underutilization of Services Procedure

This information notice was generated to inform all county-operated and contracted provider Substance Use Services (SUD) staff on procedures for monitoring the underutilization and overutilization of services and compliance with all Federal, State and local regulations and policies.

Contra Costa County Alcohol and Other Drugs Services (AODS) regularly monitor county-operated and contracted substance use providers to monitor over/underutilization of services. This ensures the proper allocation of funds to meet the needs of those residing in Contra Costa County and manage resources in the most efficient way. The allocation of funds is subject to availability and review by the AODS Chief.

The following outlines the procedures utilized by Contra Costa County AODS to ensure the proper utilization of services throughout the county through the monthly demand process and spreadsheet, review of weekly referrals and contract amendments:

Monthly Demand Process and Spreadsheet

- A. At the beginning of each Fiscal year, the AODS Account Clerk creates an Internal Demand Tracking Spreadsheet for each contract provider that tracks the total budget allocation by facility and by funding source reflecting the information of the AODS Master Budget List. The Master Budget is developed by the AODS program chief along with the Finance Department and used by the AODS Program Manager responsible for preparing contracts to initiate renewal of current contracts that have been approved for all contracted facilities. The initial Internal Demand Tracking Spreadsheet for each Fiscal year must be updated and finalized within ten business days of the start of the new Fiscal year.
 1. When contracts are amended or new contracts are generated for additional services, the additional funds or line items are added to the Internal Demand Tracking Spreadsheet within 72 hours of receipt of the confirmation of the



- approved contract. All units of service, costs per unit and/or funds allocations are updated as necessary to reflect the current AODS contracts.
2. As soon as contract amounts and units of service confirmed, the Account Clerk prepares a Monthly Activity Report form for each provider which is locked to prevent changes to the formulas.
- B. All contracted providers are required to submit monthly demands requesting reimbursement for services on or before the 10th of the month for all services rendered during the previous month. The submission must include a signed copy of the original D-15 Demand, a Monthly Activity Report (MAR) form, DATAR report, Management Information Systems (MIS) Reports and any other required backup documentation showing proof of the services rendered. For SUD Prevention Services, providers must include along with the D-15, MAR, a Prevention Services Data System (PSDS) report, Narrative Report, Prevention Monthly Activity, sign-in sheets, agendas, minutes and any other required documentation.
1. Contracted providers that fail to submit demands in a timely manner are notified, in writing via email, by the AODS Account Clerk of the late demands within 5 business days from the due date.
 2. If the late demands are not received within 48 hours of the initial contact, the AODS Program Manager contacts the Executive Director or designee of the provider overseeing the submission of demand packet. The late demands shall be submitted within 3-5 business days of the contact.
 - a. If a provider still fails to submit the late demands, the AODS Chief contacts the Executive Director of the contracted provider. The demands are to be submitted within 24 hours of the contact.
 - b. Demands that are not received after notification by the AODS Chief will be delayed and processed as received along with all other demands.
- C. Upon receipt of the demands, the AODS Account Clerk reviews the MIS reports for accuracy and cross-references against the units of service listed on the MAR form along with the amount posted on the demand, The AODS Account Clerk also ensures for completeness of the packet of the required backup documentation submitted by the contracted provider.
1. If the demands do not match the submitted units of service provided in the documents, the Account Clerk will generate the necessary reports from the County MIS system to confirm the services. If a correction is needed the Account Clerk will call the provider and request a revision or any additional information.
- D. After a demand has been processed and checked for accuracy, the total number of units of service rendered and the reimbursable costs are entered into the Internal Demand Tracking Spreadsheet for the appropriate Fiscal year by the AODS Account Clerk.

- E. Upon completion of entry, the AODS Account Clerk reviews the Internal Demand Tracking Spreadsheet to ensure that there are sufficient funds are available for reimbursement of services. Every month, the clerk checks and documents the percentage of utilization of funds. All processed demands are forwarded to the AODS Program Manager for confirmation along with a copy of the Internal Demand Tracking Spreadsheet referenced in the demands. The AODS Program Manager monitors service under or over utilization and contract performance to prevent shortages of funds in a timely manner. Completed Demands are forwarded to the AODS Chief for final review and signature. At any point in the review process where discrepancies are found, the process is stopped to rectify, clarify, etc. Signed demands are forwarded to the Finance Department for further processing. Assuming no significant issues are found during the reconciliation process, all Demands shall be processed and forwarded to the Finance Department within five business days of receipt from the contracted provider.
1. Generally, shortages of funds will be prevented through monitoring of expenditures; however, occasionally there might be an unanticipated high fluctuation of services if the allocation of funds does not allow for full reimbursement of services, the AODS Account Clerk will notify the AODS Program Manager or AODS Chief of the particular line item of concern.
 - a. For Drug Medi-Cal contracts, the contract shall be amended based on the projected continued need of the services being rendered at the particular facility and the availability of funds.
 - b. For SAPT-BG contracts, the provider is responsible to ensure that funding and services are spread through the end of the fiscal year.
- F. At the end of each quarter of the Fiscal year, the AODS Account Clerk utilizes the Internal Demand Tracking Spreadsheet to generate a trend analysis for each line item of every contract. Those results are forwarded to the AODS Program Manager for review. Twice per year, the AODS Program Manager shares a summary with the AOD Program Chief to address any issues that may have arisen during the trend analysis.
1. At the end of the first quarter, contracted providers that are severely over or underutilizing their allocation for the current Fiscal year are notified via email by the AODS Program Manager of the need to closely monitor spending during the coming quarter.
 2. At the end of the second and third quarters, all contracted providers that are not remaining on target to utilize the allocated funds will receive a Notification of Concern email generated by the AODS Program Manager.
 - a. Contracted providers that are over utilizing the allocated funds are contacted to discuss the potentially emerging trend and to project whether the rate of spending is expected to continue through the end of the current Fiscal year. If necessary, the possibility of adding additional funds to a particular line item will be discussed with the provider and the Finance Department.

- b. Contracted providers that are underutilizing the allocated funds are contacted to discuss contract performance based on the discussion and assessment as to whether the trend is projected to continue, individual line items on a contract may be amended.
3. Monthly anomalies are reviewed on a case by case basis and providers will be contacted to confirm the anomaly.
 - a. If the anomaly is confirmed and significantly impacts the potential under or overutilization of funds, the contractor will continue to be monitored on a monthly basis rather than quarterly. The contract will be amended as necessary with approval of the Finance Department.

Review of Weekly Referrals

- A. Each Monday, a report is generated by the Access Line indicating the total number of referrals made to each facility by level of care.
- B. The report is reviewed by the AODS Program Manager responsible for Quality Management to ensure equal distribution of placements throughout the County across all providers and modalities.
- C. Anomalies in the number of referrals made to a particular provider are reported to the AODS Program Manager responsible for Contracts and Grants or the AODS Chief.
 1. If the anomaly could cause a significant financial impact on a line item of the provider's contract, a review of the current budget will be conducted along with a projection for the remaining months of the current Fiscal year to ensure proper availability of funds.
 - a. If necessary, contract amendments will be generated utilizing the process outlined in section C of this policy.
 2. All anomalies will be monitored on a weekly basis until it is found to either be a new trend or simply a one-time occurrence.
- D. Hard copies of all Weekly Referral reports are stored in locked files at the AODS Administration office.

Contract Amendments

- A. Upon confirming the need for additional or a reduction of funding and/or units of service for a particular line item within the current contract, the contracted provider will be required to submit an amended budget. A memorandum or letter on agency's letterhead must describe the issue or situation leading into the request for amending the contract and explaining the revision to the original budget.
 1. The amended budget must follow the same guidelines as is required for all initial contracts and must be approved by the AODS Chief.

2. Final amounts to be added or reduced from the current contract must be negotiated and approved by the AODS Chief and the final amended amount is not official until it is executed which means that the contract has been signed by all parties and approved, notarized and, if necessary, approved by the Contra Costa County Board of Supervisors.
- B. All contract amendments for additional funding are subject to the availability of funds and approval by the AODS Chief, Finance Department and Contracts and Grants Department.
1. Contract amendments for additional DMC-ODS treatment funds will be approved to ensure that the Medi-Cal entitlement program obligations are met for all substance use disorder services.

Regulations that support the procedures listed above can be found through the following references:

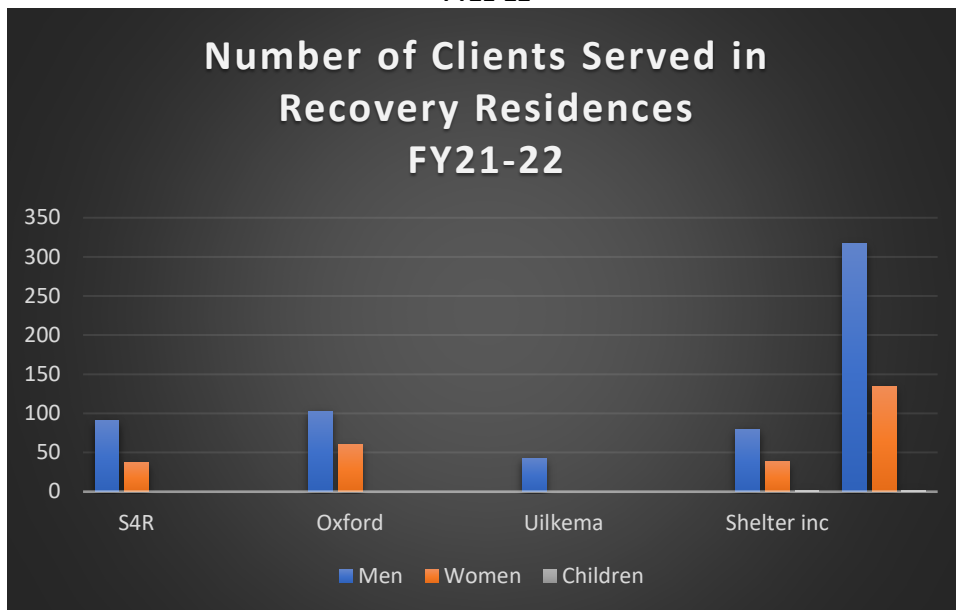
1. 42 CFR, Part 438.66
2. CCR, Title 22 Drug Medi-Cal
3. State/County Intergovernmental Agreement, Exhibit A, Attachment I
4. Drug Medi-Cal Organized Delivery System (DMC-ODS) Standard Terms and Conditions (STCs)
5. Mental Health and Substance Use Disorder Services (MHSUDS) Information Notice 15-034
6. Substance Abuse Treatment and Prevention Block Grant (SAPT-BG)

If you have any further questions, please contact the Contra Costa County AODS Administration office at (925) 335-3330.

ATTACHMENT F



Recovery Housing Update Report 7/19/2022 FY21-22



FY21-22

	S4R	Oxford	Uilkema	Shelter Inc	Totals
Men	91	103	43	80	317
Women	37	60		38	135
Children				2	2
	128	163	43	120	454
	130,750	165,124	\$185,530	166,861	648,265

Some Facts

- S4R totals corresponds to a 6-month contract June 1 through December 31, 2021
- Shelter Inc. corresponds to a 6-month contract January 1 2022 through June 30, 2022
- Uilkema House only serves men. The majority of the contract is funded by AB109 under the Behavioral Health allocation the contractor is BiBett corporation. A separate contract with BiBett includes SABG funding to support non-AB109 clients
- All adults participated in treatment, and remained in the houses for an average of 2 month per client
- Funding sources: AB-109, SABG discretionary and SABG perinatal

Total Residents Housed by Contract by Fiscal Year

