



CITY OF PHILADELPHIA

*Department of Behavioral Health and Intellectual disAbility Services
Promoting Recovery, Resilience & Self Determination*

David T. Jones
Commissioner

Jill Bowen, Ph.D.
Deputy Commissioner

Roland Lamb
Deputy Commissioner

Sosunmolu Shoyinka, M.D.
Chief Medical Officer

MEMORANDUM

**TO: Executive Directors, CEOs, Fiscal Directors
Philadelphia Behavioral Health and Intellectual disAbility Services
Providers**

**FROM: David T. Jones
Commissioner, DBHIDS**

SUBJECT: Covid-19 Response Expenses

DATE: March 18, 2020

In a collective effort to proactively track expenses directly emanating from your agency's response to COVID-19, DBHIDS is requesting all Providers create the equivalent of a COVID-19 index code and track both expenses incurred along with loss revenue. Collecting and submitting the requested data will increase the potential of your agency receiving reimbursement from federal resources targeted to compensate jurisdictions for actions taken to mitigate the impact of COVID-19.

In order to assist with this tracking, the attachments provided address three primary focus areas:

- a. Personnel: accruing expenses (e.g. sick leave, overtime compensation, temp/contract staffing, etc.)
- b. Loss of revenue (e.g. restricted contact, limited services, suspended physical access, limited face to face interaction, group interventions stopped, etc.)
- c. Assumed non-personnel related expenses (e.g. new contracts, IT equipment, supplies, safety equipment, increase transportation access, etc.)

When providing monthly information please ensure adequate detail as requested, full supporting documentation (such as vendor itemization, receipts, staff and contractor timesheets, itemized inventory lists, etc.) and appropriate calculations (when estimating expenses/loss) are available. All expenditures and losses will need to be justified and should meet expectations if subjected to an audit.

The effective date of tracking is March 6, 2020. There is currently no identified closing date for reporting. Documents will be required 15 days following the close of each month. These forms can be submitted electronically via email to:

DBHIDS.BudgetSubmit@Phila.gov

In the subject line please indicate:

COVID-19 Expenses and Losses

We acknowledge the multiple demands occurring on a daily basis as you manage to assure safety for participants and staff, provide continuous quality care and time sensitive service response. We are not intending for this to be an additional burden but rather a proactive mechanism for the provider network to inform DBHIDS and to ready your own programs to be prepared for possible submission related to Covid-19's financial impact on your agency. At DBHIDS we remain committed to our mission of educating, strengthening and serving individuals and communities so that all Philadelphians can thrive. We are appreciative of your ongoing partnership.

All questions regarding this memo can be directed to the attention of:

Jill Bowen, Ph.D.
Deputy Commissioner, Administration and Finance
Jill.Bowen@phila.gov

Sincerely,



David T. Jones
Commissioner