



AMHD
ADULT MENTAL HEALTH DIVISION

AMHD eBulletin

April 13, 2023

Reminder to All Contracted Providers with Cost Reimbursement Contracts Regarding Timely Submission of Invoices

The Adult Mental Health Division (“AMHD”) continues to monitor the status of payment to all contracted providers. Specifically for providers who contract for AMHD cost reimbursement services, we would like to share the following reminder to ensure invoices are submitted accurately and timely to our fiscal office for review and processing.

Please reference Attachment 3, AMHD contract for the Compensation and Payment Schedule, which states:

“Payments shall be made in monthly installments upon the monthly submission by the PROVIDER of invoices in triplicate for the services provided in accordance with Attachment 1, “Scope of Services,” and in accordance with the costs identified in the Budget, attached hereto as Exhibit “D” and made a part thereof. In addition, the PROVIDER shall submit for STATE approval a detailed Budget no later than thirty (30) calendar days after execution of this Contract and failure to comply may result in the withholding of payments to the PROVIDER. Upon STATE approval, the detailed Budget shall become part of Exhibit “D” and made a part of this Contract.

Monthly installments shall be made on a cost reimbursement basis. Invoices shall be accompanied by detailed expenditure reports, with background documentation attached to support the billing month and certified by the PROVIDER to contain expenditures actually incurred for the services provided under this Contract. The expenditure reports shall be reviewed by the STATE and shall be subject to the STATE’s preliminary determination of appropriateness and allowability of the reported expenditures. The STATE’s primary determination of appropriateness and allowability of the reported expenditures shall be subject to later verification and subsequent audits.”

If you have any questions about your contract, terms, language, scope and deliverables, please contract the AMHD Service Coordinator who oversees the contracted service.

If you have spoken to the assigned AMHD Service Coordinator and need additional assistance, please contact Yara Sutton, Public Health Program Manager, AMHD Performance Information Evaluation and Research (PIER) Branch at (808) 453-6940 or via email at yara.sutton@doh.hawaii.gov