

To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	July 18, 2025
Title	Recovery Residence Ledger Update

This memo provides additional information regarding the updates for the Recovery Residence Ledger implemented on January 31, 2025, for providers who utilize Recovery Residence funds provided by the County of San Diego (County) Health and Human Services Agency, Behavioral Health Services.

General Updates

- Completed templates that have been approved and do not have any existing errors should be submitted with invoices to the fiscal department for reimbursement.
- Updates for the Recovery Residence Ledger for fixed price contracts and cost reimbursement contracts include the following items:
 - The ledger has been updated to reflect FY 25/26, with corresponding months entered under 'Invoice Month/Year' in cell F1.
 - 'Start Date' (column E) and 'End Date' (column F) cells will have a red background if they do not fall within the Invoice Month in cell F1.
 - The 'Client Housing' cell (column M) will have a red background if column G is set to "No" and left blank. The same will happen for the 'Other' cell (column N) if "Other" is selected.
 - The 'Total Number of Days for Invoice Month' (column I) and 'Total Invoice Amount' (column J) cells are locked.
- As a reminder, as of January 1, 2025, providers may invoice for the day an individual moves out of a recovery residence if the provider has been charged for the move-out day by the recovery residence. The provider shall not invoice the County for the move-out day in the following situations:
 - Recovery residence funds are used for a hotel stay.
 - An agreement between the provider and the recovery residence operator states that the provider does not pay for the move-out day.
- The update for the Recovery Residence Ledger for fixed-priced contracts is labeled Recovery Residence Ledger_Fixed Price.
- The update for the Recovery Residence Ledger for cost-reimbursement contracts is labeled Recovery Residence Ledger_Cost Reimbursement.
- No updates were made to the Recovery Residence Ledger Guides. The purpose of the guide is to provide instructions on the Recovery Residence Ledger for fixed-priced contracts and cost-reimbursement contracts.
- Providers are required to submit Recovery Residence ledgers on a monthly basis to receive payment.
- Errors found in submissions are expected to be corrected in a timely manner.

Attachments

- *Recovery Residence Ledger_Fixed Price*
- *Recovery Residence Ledger Guide_Fixed Price*
- *Recovery Residence Ledger_Cost Reimbursement*
- *Recovery Residence Ledger Guide_Cost Reimbursement*

For More Information:

- Contact your Contracting Officer's Representative (COR)