Ready by Five
Invoice & Reporting TA Session

January 20, 2022

Agenda

- Welcome
- e-Cimpact
  - Adding team members
  - Budget completion
  - Invoice Reimbursement Process
  - Quarterly Reports
- Reminders – DSA/BAA and Data Contacts
- Questions

e-CImpact

- If you need to add new members to your site:
  - Go to "Contacts" in upper left-hand box
  - Select "add new"
  - Insert information and submit
- The URL will always be:
  - https://agency.e-cimpact.com/login.aspx?org=FirstStepsKent
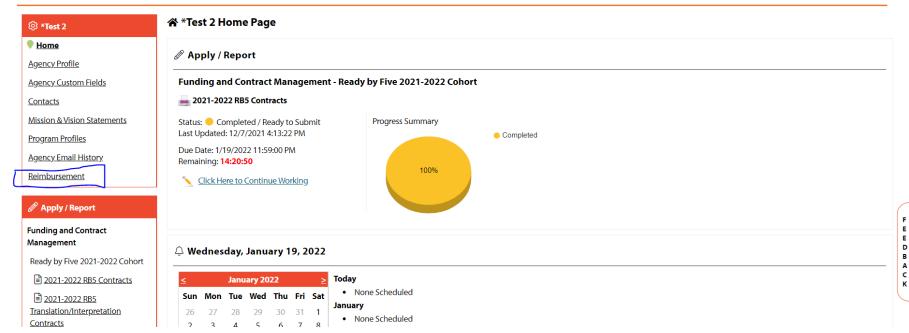- Submit budget if you have not already done so. We need this so you can receive reimbursement.

Invoice Reimbursement Process

- Invoices are due every month on the 10th

- Reimbursements = Actual Costs…no longer through the Unit Rate

- If you are an agency with multiple contracts, you will be able to invoice for all contracts in e-Cimpact

Invoice Reimbursement Process

Invoice Reimbursement Process
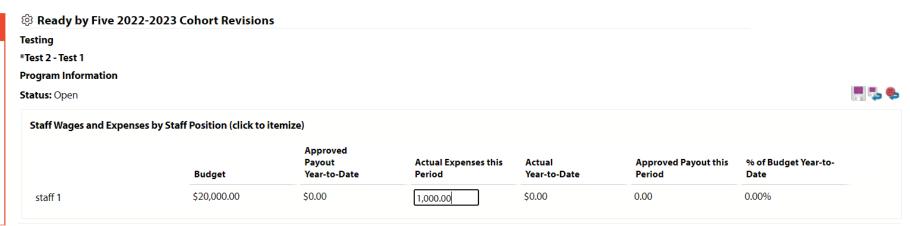
Invoice Reimbursement Process

Program Direct Expenses

	Budget	Approved Payout Year-to-Date	Actual Expenses this Period	Actual Year-to-Date	Approved Payout this Period	% of Budget Year-to-Date	
Staff Wages and Expenses by Staff Position (click to itemize)	$20,000.00	$0.00	$0.00	$0.00	$0.00	0.00%	💬 📎
staff 1	$20,000.00	$0.00	$0.00	$0.00	$0.00	0.00%	
Training/Professional Development	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Mileage/Parking	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Technology-Mobile phone, licenses, and additional hardware to be used by staff	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Supplies	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Marketing Materials (including printing and postage)	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Outsourced Support Fees (Click here itemize)	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	💬 📎
Other Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	💬 📎
Cost Share	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Milestone Payments	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Donations	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎
Adjustments	$0.00	$0.00	0.00	$0.00	$0.00	0.00%	💬 📎

First Steps Kent

Supported by the Kent County **Ready by Five** Millage

Invoice Reimbursement Process

Invoice Reimbursement Process

Invoice Reimbursement Process

Quarterly Reports

- Also completed in e-Cimpact

- Form is currently in design and production

- Manual with complete steps is forthcoming

Year	Quarter	Report Deadline	Quarter	Report Deadline	Quarter	Report Deadline	Quarter	Report Deadline
2022	Q1: Jan – Mar 2022	Apr 15, 2022	Q2: Apr – June 2022	July 15, 2022	Q3: July - Sept 2022	Oct 14, 2022	Q4: Oct – Dec 2022	Jan 13, 2023
2023	Q1: Jan – Mar 2023	April 14, 2022	Q2: Apr – June 2023	July 14, 2023	Q3: July – Sept 2023	Oct 13, 2023	Q4: Oct – Dec 2023	Jan 16, 2023

Quarterly Reports

- Number Served (explanation for variance from proposed, if applicable)

- Encounters Provided (explanation for variance from proposed, if applicable)

- Narrative Section:
  - Program Specific SMART Goals included in your proposal, or if you are a 2021-2022 contract please report on indicators from contract
  - Timeline, budget, and other items you need to report on

- Parent Satisfaction Rate (in percent)
  - Satisfied: -- Neutral: -- Not Satisfied:

- Report any staff changes related to Ready by Five funding with brief bio

- Share a family's story of success that happened during this reporting period: (Please be sure you have permission to share!)

Data Agreements vs B.A.A.

One agreement detailing data sharing terms will need to accompany each Service Provider Agreement. Service Providers will submit <u>one</u> of the following for each agreement:

For Service Providers who are Covered Entities under HIPAA	For Service Providers who are Non-Covered Entities
Service Provider will utilize Ready by Five Business Associate Agreement (B.A.A.) template as provided by FSK. ➢ No Data Agreement is required Note: If a BAA currently in place with FSK, this document does not expire. Please review and confirm this document is still accurate. If accurate, this document will remain in effect for the 2022-23 contract.	Service Provider will utilize Ready by Five Data Agreement provided by FSK. ➢ No BAA is required.
Note: *Service Providers will be responsible for determining which type of agreement is appropriate for their organization. Documents are available on the Ready by Five Millage Portal.*	

Reminders

- Data Share Agreements/Business Associate Agreements (DSA/BAA) - Due Friday, January 21 to your Funding Administrator

- Confirm your agency's Data Point Persons. This is the person(s) who will receive link to submit secure link for monthly data submission to KCHD and Ready by Five updates. You may appoint up to two individuals:
  - Link to form: https://www.surveymonkey.com/r/7J5W5NF

- 2021-2022 Amendments – please work with your Funding Administrator to complete the language, budget, data template

Questions?