



Pittman-smith, Nina <nina.pittman-smith@dcjs.virginia.gov>

Re: IAT-MRT Books & Training

1 message

Macarthur, Jennifer <jennifer.macarthur@dcjs.virginia.gov>

Mon, Dec 28, 2020 at 5:10 PM

To: "Fisher, Constance" <constance.fisher@dcjs.virginia.gov>

Cc: "Fitzpatrick, Thomas" <thomas.fitzpatrick@dcjs.virginia.gov>, "DCJS Financial Services, rr" <dcjsfinancialservices@dcjs.virginia.gov>, Aja Pappas <aja.pappas@dcjs.virginia.gov>, Candace Miles <candace.miles@dcjs.virginia.gov>, Leslie Egen <leslie.egen@dcjs.virginia.gov>, Keshana Pierce <keshana.pierce@dcjs.virginia.gov>, Nina Pittman-smith <nina.pittman-smith@dcjs.virginia.gov>

Hi Connie,

You are correct that the CCI invoices are supporting documentation. We owe DBHDS \$12,923.42 for the training and books; however, it should not all come out of COAP funds. We will charge Aja's training and fees to the PAPIS grant and get reimbursed for some of the registration and book fees from the various PAPIS agencies that attended the training. If a breakdown of funding has not been provided, we will do so once Aja and Leslie are back. I'm guessing we also need to invoice the individual PAPIS agencies, as well. Tom will let us know about the status of the Addendum.

Thanks,
Jen

On Mon, Dec 28, 2020 at 3:28 PM Fisher, Constance <constance.fisher@dcjs.virginia.gov> wrote:

Hello everyone!

I need to catch up on this topic after being out last week.

First, did Shannon sign the addendum to the MOU that authorized this payment?

Secondly, is it just one invoice that we need to pay? I'm thinking that the Creative Counseling Invoices are just the support for the DBHDS Invoice. Is that correct?

Thanks!
Connie

On Mon, Dec 28, 2020 at 9:34 AM Fitzpatrick, Thomas <thomas.fitzpatrick@dcjs.virginia.gov> wrote:

I also approve this if this is two different ones.

On Mon, Dec 28, 2020 at 8:44 AM DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov> wrote:

Good Morning,

Attached are invoices for your review and approval from Correctional Counseling. Please provide the accounting distribution coding and:

- Certify that the merchandise or service included on the attached invoice was received in good condition and in accordance with the related contract, MOU/MOA or purchase order and that DCJS owes the amount on the invoice.
- In your review of the attached invoice and available supporting documentation, please ensure the accuracy of the invoice (P.O#, amount, etc).
- If the coding on the attached requisition/purchase order is not correct, please provide the new coding and the reason for the change.

Thank you,

----- Forwarded message -----

From: **DCJS Financial Services, rr** <dcjsfinancialservices@dcjs.virginia.gov>

Date: Mon, Dec 21, 2020 at 11:01 AM

Subject: Fwd: IAT-MRT Books & Training

To: Leslie Egen <leslie.egen@dcjs.virginia.gov>, Aja Pappas <aja.ferguson@dcjs.virginia.gov>, Candace Miles <candace.miles@dcjs.virginia.gov>, Jennifer Macarthur <jennifer.macarthur@dcjs.virginia.gov>, Thomas Fitzpatrick <thomas.fitzpatrick@dcjs.virginia.gov>

Good Morning,

Attached are invoices for your review and approval from Correctional Counseling. Please provide the accounting distribution coding and:

- Certify that the merchandise or service included on the attached invoice was received in good condition and in accordance with the related contract, MOU/MOA or purchase order and that DCJS owes the amount on the invoice.
- In your review of the attached invoice and available supporting documentation, please ensure the accuracy of the invoice (P.O#, amount, etc).
- If the coding on the attached requisition/purchase order is not correct, please provide the new coding and the reason for the change.

Thank you,

----- Forwarded message -----

From: **Egen, Leslie** <leslie.egen@dcjs.virginia.gov>

Date: Thu, Dec 17, 2020 at 5:14 PM

Subject: Re: IAT-MRT Books & Training

To: Sullivan, Karen <karen.sullivan@dcjs.virginia.gov>

Cc: DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov>, Constance Fisher <constance.fisher@dcjs.virginia.gov>, Darden, Monica <monica.darden@dcjs.virginia.gov>, Aja Pappas <aja.ferguson@dcjs.virginia.gov>, Jennifer Macarthur <jennifer.macarthur@dcjs.virginia.gov>, Elizabeth Gindhart <elizabeth.gindhart@dcjs.virginia.gov>

Hi everyone!

I have attached the original MOU, the two invoices for the MRT training from DBHDS, and an addendum to the original MOU received today from DBHDS (that needs to be signed) due to COVID changing the original plans for the training. I also attached the original agreement for comparison.

Who needs to sign the addendum? What else do I need to do to help?

Leslie

On Wed, Dec 16, 2020 at 2:02 PM Sullivan, Karen <karen.sullivan@dcjs.virginia.gov> wrote:

Connie - Per our conversation earlier, I checked the MOU/MOA log and saw that there is one in place for **DHDBS (COAP/CARA) - Comprehensive Opioid Abuse Program/Comprehensive Addiction Recovery Act) - FY21-007 Period October 2020 - September 2021**

\$1,599,541.00
Project CJS46801

Leslie Egen is the contact.

Leslie - Please provide a copy of the MOU/MOA document.

Finance - Please also note Aja's note below that states 'no MOU is in place for the PAPIS participants as it was last minute to fill in the seats and we are to just invoice them' .

Please let me know if anything further is needed from me on this.

Karen

Karen Sullivan, VCO, CGMP

Administrative Planning Specialist, Division of Finance and Administration

Virginia Department of Criminal Justice Services

[1100 Bank Street, Richmond, VA 23219](#)

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On Mon, Dec 14, 2020 at 4:31 PM DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov> wrote:

Hi Connie,

I do not have a copy of the MOU.

Thank you.

On Mon, Dec 14, 2020 at 4:25 PM Fisher, Constance <constance.fisher@dcjs.virginia.gov> wrote:

Did we get an MOU from Leslie for the COAP participants?

We may have, but I don't remember seeing it.

On Mon, Dec 14, 2020 at 3:01 PM DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov> wrote:

Hi Karen,

Did you create a purchase order for this invoice?

Thank you,

On Mon, Dec 14, 2020 at 2:46 PM Sullivan, Karen <karen.sullivan@dcjs.virginia.gov> wrote:

Good afternoon, ladies - Please let me know if you need anything from me on this?

Karen

Karen Sullivan, VCO, CGMP

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On Wed, Dec 9, 2020 at 2:16 PM Pappas, Aja <aja.pappas@dcjs.virginia.gov> wrote:

Keshana,

A P.O. was done for Me to attend. Leslie will send you the MOU for the COAP participants. No MOU is in place for the PAPIS participants as it was last minute to fill in the seats and we are to just invoice them .

Hope this helps

AJa

Aja C. Pappas
Justice Programs Training Coordinator/RSAT Grant Monitor
Division of Programs and Services/ Adult Correctional Services
Virginia Department of Criminal Justice Services
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On Wed, Dec 9, 2020 at 1:58 PM DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov> wrote:

Hi Aja and Leslie

Can you provide the coding for the invoice? Also, was a MOU or PO issued for this?

Thanks.

On Wed, Dec 9, 2020 at 10:19 AM Pappas, Aja <aja.pappas@dcjs.virginia.gov> wrote:

Please see attached invoice.

V/R
Aja

Aja C. Pappas
Justice Programs Training Coordinator/RSAT Grant Monitor
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From: **Egen, Leslie** <leslie.egen@dcss.virginia.gov>

Date: Wed, Dec 9, 2020 at 10:07 AM

Subject: Fwd: IAT-MRT Books & Training

To: Jennifer Macarthur <jennifer.macarthur@dcjs.virginia.gov>, Aja Pappas <aja.ferguson@dcjs.virginia.gov>

Does this need to go straight to Karen Sullivan from DBHDS, or can I just forward this to her?

This is the invoice for the MRT books that will be paid with COAP money.

----- Forwarded message -----

From: **Washington, Gabriel** <gabriel.washington@dbhds.virginia.gov>

Date: Tue, Dec 8, 2020 at 7:22 PM

Subject: IAT-MRT Books & Training

To: Leslie Egen <leslie.egen@dcjs.virginia.gov>

Cc: Schein, Christine <christine.schein@dbhds.virginia.gov>

Hi Leslie,

Hope you are doing well. Attached is an IAT reimbursement request for MRT books and training. Thank you for assisting Christine and I. If you need anything else, let us know.

Take care,

GW :)

From the desk of...

Mr. Gabriel D. Washington, VCA | Procurement Officer II.

Virginia Department of Behavioral Health & Development Services | Procurement & Administrative Services

1220 Bank Street, Richmond, VA 23219 | Central Office

Gabriel.Washington@dbhds.virginia.gov | (804) 930-4710-Wireless

DBHDS Vision: A life of possibilities for all Virginians

(Telework Schedule: Mon. - Fri. 7:30am-4:00pm, until further notice)

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Leslie A. Egen
Criminal Justice Program Coordinator and Policy Analyst
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Thomas Okuda Fitzpatrick
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Connie Fisher

Financial Analyst

Virginia Department of Criminal Justice Services

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Jennifer MacArthur

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