STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

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ADP BULLETIN

Title

Revised Instructions for Completion of the Quarterly Federal Financial Management Report

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Deputy Director Approval

Dave Nielsen
Deputy Director
Program Services Division

Function:
[ ]Information Management
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[ ]Service Delivery
[X]Fiscal
[ ]Administration
[ ]Other

PURPOSE

This bulletin is to notify counties of the revised reporting requirements, which take effect immediately, to the Quarterly Federal Financial Management Report (QFFMR). The bulletin includes instructions for completion of the QFFMR.

DISCUSSION

The Substance Abuse Mental Health Services Administration (SAMHSA) directed the Department of Alcohol and Drug Programs (ADP) to track and report obligations and expenditures for each individual Substance Abuse Prevention and Treatment (SAPT) Block Grant Award. ADP implemented this reporting process commencing with the Federal Fiscal Year (FFY) 2001 SAPT Block Grant Award. ADP uses the QFFMR to collect data used to track the expenditure of the SAPT Block Grant funds and to maximize the expenditure of each federal award.

In an effort to promote accurate reporting of expenditures on the QFFMR, ADP is available to answer questions by phone or e-mail and will also provide Web-based training for interested counties and their staff.

Information to be Reported on the QFFMR

The question most frequently received by ADP from counties about the QFFMR is how to report their expenditures. Expenditures previously reported represented actual dollars paid out, and did not include obligated or encumbered funds. Beginning with FFY 2006 (October 1, 2005), expenditure reporting changed. Starting with FFY 2006, expenditures were to be reported on an accrued basis.*

The QFFMR should show the expenditures cumulatively for each of the funding categories for each FFY indicated (Exhibit 1, Columns E and I).

SAPT Block Grant funds are reported in the following funding categories:

- Female Offender Treatment Services
- Discretionary
- Adolescent and Youth Treatment
- Friday Night Live
- Club Live
- Primary Prevention Set-Aside
- HIV Set-Aside
- Perinatal Set-Aside
- Substance Abuse Treatment, Testing, and Accountability Program (SATTA), and
- SATTA Additional Discretionary

For further information on how to report FFY 2009-10 expenditures, see the revised QFFMR instructions (Exhibit 2).

Due Dates for Submitting the QFFMR

Beginning with FFY 2005 (October 1, 2004-September 30, 2005), counties are required to submit a 4th quarter QFFMR.

Counties are to submit their QFFMRs by the following due dates (Exhibit 3):

Quarter	Reporting Period	Due Date
1st	July - September	December 1
2nd	October - December	March 1
3rd	January - March	June 1
4th	April – June	September 1

*QFFMR reporting should include income, when earned, and expenses, when incurred, regardless of when cash is received or disbursed.

Where to Submit the QFFMR

Counties are encouraged to submit their QFFMR by e-mail as early as possible. The address is: qffmr@adp.ca.gov.

A signed and dated paper copy is then mailed to:

Department of Alcohol and Drug Programs
ATTN: Program and Fiscal Policy Branch - QFFMR
1700 K Street, 4th Floor
Sacramento, CA 95811

Revisions to the QFFMR

Counties may revise their QFFMR at a later date if expenditures have been adjusted in order to more accurately reflect program funding. A signed and dated copy reflecting any adjustments must be sent to the address above.

ADP Procedures for Non-Submittal of the QFFMR

Exhibit C, Article V. A.1., and A.2., in the FY 2009-10 Negotiated Net Amount (NNA)/Drug Medi-Cal (DMC) County/State contract requires the county to submit information required by the State, in a manner identified by the State, and by applicable due dates identified by the State. Exhibit C, Article III, B.6., allows the State to withhold monthly payments for inaccurate and/or late submission of reports, and only upon receipt of the reports shall monthly payments commence. The next regularly scheduled monthly payment would then include any funds withheld. ADP will use the following process to ensure timely submission of the QFFMR:

- One week before the QFFMR is due, ADP will send out an e-mail reminder notice to counties that have not yet submitted the QFFMR advising them of the approaching due date.

- ADP will contact these counties regarding delinquent or inaccurate QFFMRs.

- The NNA/DMC County/State contract authorizes ADP to withhold funds if timely and accurate reports are not submitted.

REFERENCES

NNA/DMC/County/State contract, Exhibit C, Article V. A.1., and A.2.

BACKGROUND

Not applicable

QUESTIONS/MAINTENANCE

The FY 2009-10 QFFMR form and instructions are available on ADP's website at http://www.adp.ca.gov/NNA/support_files.shtml.

If you have questions regarding this bulletin, require further information, or would like to schedule web-based training, please contact Thomas Quinn, Analyst, Program and Fiscal Policy Branch, at (916) 323-4620, or via e-mail to tquinn@adp.ca.gov. An additional copy of this document may be requested through the ADP's Resource Center at (800) 879-2772. This bulletin is also available on ADP's Web page at http://www.adp.ca.gov.

EXHIBITS

Exhibit 1 — Sample of FY 2009-10 QFFMR
Exhibit 2 — FY 2009-10 QFFMR Instructions
Exhibit 3 — Submission of the Quarterly Federal Financial Management Report

DISTRIBUTION

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