State of California—Health and Human Services Agency
Department of Health Care Services

TOBY DOUGLAS
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: April 18, 2014

MHSUDS INFORMATION NOTICE NO.: 14-013

TO: COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS
COUNTY MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH BOARDS

SUBJECT: MENTAL HEALTH SERVICES ACT REVENUE AND EXPENDITURE REPORT FOR FISCAL YEAR 2011-12

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 5899, CALIFORNIA CODE OF REGULATIONS, TITLE 9, SECTION 3510, MENTAL HEALTH SERVICES DIVISION INFORMATION NOTICE 13-17

This Information Notice informs Counties[1] of the Annual Mental Health Services Act (MHSA) Revenue and Expenditure Report (RER) requirements for Fiscal Year (FY) 2011-12. It supersedes and replaces Information Notice 13-17, dated August 21, 2013. A copy of the MHSA County Fiscal Accountability Certification Form, revised RER instructions and worksheets, and a changes document are enclosed (Enclosures 1, 2, 3 and 4).

Reporting Methodology

The reporting methodology for the Annual RER is based on a modified accrual system of accounting. According to the modified accrual system of accounting, revenues should be recognized in the accounting period in which they become available and measurable; expenditures should be recognized in the period that the fund liability is incurred. (Accounting Standards and Procedures for Counties, State Controller's Office, May 2003). The reporting for the RER should reflect all activity that occurs between July 1, 2011 and June 30, 2012.

[1] "County" means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per Welfare and Institutions Code Section 5701.5 (Cal Code Regs., tit. 9, § 3200.090).

Counties should continue to comply with all requirements in the California State Controller's Office publication, Accounting Standards and Procedures for Counties, and with the requirements set forth in the MHSA and other applicable laws, including the prohibition against supplantation.

Submission and/or Resubmission

1. If a County has **not** submitted the FY 2011-12 RER, submission is required following these guidelines. A signed MHSA County Fiscal Accountability Certification is required.
2. If a County has submitted FY 2011-12 RER, a revised FY 2011-12 RER may be resubmitted. If a County elects to resubmit following these guidelines, a newly signed MHSA County Fiscal Accountability Certification is required.

The RER should be submitted electronically to MHSA@dhcs.ca.gov and MHSOAC@mhsoac.ca.gov using the Excel template (do not submit a PDF document). In the subject line, include "(county name) FY (year) MHSA Rev and Exp Report". The December 31 deadline for submission of the RER specified in Title 9, California Code of Regulations Section 3510 is extended to sixty (60) days from the date of this Information Notice for Fiscal Year 2011-12. This deadline is for all submissions and resubmissions. A hard copy of the RER should also be sent to the following address by the due date:

California Department of Health Care Services
Attn: FY 11-12 MHSA Revenue and Expenditure Report
Mental Health Services Division
Program Outcomes, Evaluation and Reporting Section
1500 Capitol Avenue, MS 2704
P.O. Box 997413
Sacramento, CA 95899

Please be advised that the State may audit the RER. Accordingly, Counties will need to maintain all accounting and management information system reports used to substantiate what was reported in the RER for a minimum of seven years from the end of the fiscal year in which the records were prepared for future audit purposes.

If you have any questions regarding the RER, please contact Donna Ures at (916) 324-0401, or Donna.Ures@dhcs.ca.gov.

Sincerely,

Original Signed By

Karen Baylor, Ph.D., LMFT, Deputy Director
Mental Health & Substance Use Disorder Services

Enclosures (4)