



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

1600 9th Street, Sacramento, CA 95814  
(916) 654-2309

August 1, 2005

DMH LETTER NO.: 05-05

TO: LOCAL MENTAL HEALTH DIRECTORS  
LOCAL MENTAL HEALTH PROGRAM CHIEFS  
LOCAL MENTAL HEALTH ADMINISTRATORS  
COUNTY ADMINISTRATIVE OFFICERS  
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: MENTAL HEALTH SERVICES ACT COMMUNITY SERVICES  
AND SUPPORTS--THREE-YEAR PROGRAM AND  
EXPENDITURE PLAN REQUIREMENTS, FISCAL YEARS  
2005-06, 2006-07, and 2007-08

REFERENCE: Implementation of MHSA, Welfare and Institutions Code (WIC)  
Sections 5847, 5848, and 5892

The purpose of this letter is to transmit the Three-Year Program and Expenditure Plan Requirements (Enclosure 1) for the Community Services and Supports (CSS) component of the Mental Health Services Act (MHSA). Per Welfare and Institutions Code 5848, the Department of Mental Health (DMH) has the responsibility to establish the requirements for the content of the Plan. These requirements have been the subject of a comprehensive stakeholder process and represent the input received through statewide conference calls, workgroup and general meetings, and written comment over a six-month period. While consensus was not possible on all issues, the deliberative process allowed all perspectives to be heard and resulted in significant revisions to the document.

CSS is one of six major components of the MHSA. The Act addresses a broad continuum of prevention, early intervention, services, infrastructure, technology, and workforce development. The Department has initiated a sequential process for phased implementation of these components. It is expected that each component eventually will be part of a comprehensive approach to community mental health services and supports. Each component must reflect the ideology and values of the Act. All components must be accountable for the outcomes specified in the Act.

### **Plan Submission Date:**

It is recognized that counties are in various stages of readiness to submit a CSS Three-Year Program and Expenditure Plan, therefore no deadline is established for plan submission. A county may submit at any time after the requirements of the planning process have been fulfilled, as set forth by the MHSA.

### **Fiscal Considerations**

Planning Estimates and other related financial requirements for the initial three-year CSS implementation period (Fiscal Years 2005-06 through 2007-08), were released in DMH Letter No. 05-02. These planning estimates represent the amount of MHSA funds that may be available each year for each county and the City of Berkeley for purposes of CSS implementation. DMH Letter No. 05-04 transmits the County Non-Supplantation policy for use of MHSA funds. All DMH Letters can be found on the DMH website at [www.dmh.ca.gov](http://www.dmh.ca.gov). A policy related to use of start-up and one-time funds will be issued in a separate DMH Letter.

### **Technical Assistance and Plan Approval Process**

Prior to the plan submission, the Department will offer counties technical assistance (TA) opportunities on proposed county MHSA CSS Program and Expenditure Plans. The TA process will consist of informal dialogue and exchange of information between county representatives and DMH staff and consultants. The purpose for the TA process is: 1) to provide feedback and input to counties as they prepare CSS Program and Expenditure Plans for review by their local stakeholders and approving boards and commissions, and 2) to assist DMH in developing a better understanding of the complexities of proposed local MHSA programs and spending plans. Five initial pilot sessions are currently scheduled to develop and refine the TA process. Once the pilot is completed, TA will be available to all interested counties.

County mental health programs must submit a complete Three-Year Program and Expenditure Plan for MHSA CSS to DMH to receive MHSA funding to implement this component. (Requests for funding for city mental health programs need to demonstrate consistency and collaboration with the overall county mental health Program and Expenditure Plan.) Due to the comprehensive review and approval process for these Program and Expenditure Plans by both the Oversight and Accountability Commission and DMH, the review process is expected to take up to three months. If additional information is needed on any work plan submitted within the Three-Year Plan, the Department will not withhold approval on other acceptable portions of the work plan. Therefore, the approval process can be incremental.

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If you have any questions or need additional information, please contact the County Operations staff assigned to your county (See Enclosure 2).

Sincerely,

Original signed by:

STEPHEN W. MAYBERG. Ph.D.  
Director

Enclosures

cc: California Mental Health Planning Council  
Chiefs, County Operations Sections