



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

May 2, 2007

DMH INFORMATION NOTICE NO.: 07-08

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

SUBJECT: CLAIMING INSTRUCTIONS AS REQUIRED IN AB 1807
(CHAPTER 74, STATUTES OF 2006) FOR AB 3632 FOR FISCAL
YEAR (FY) 2007-08

REFERENCE: AB 1807 (CHAPTER 74, STATUTES 2006)

The purpose of this information notice is to provide claiming instructions to county mental health departments (CMHs) for claiming State General Funds (SGF) for cost of services directly related to special education programs, as required by AB 1807 (Chapter 74, Statutes of 2006) (Enclosure 1). AB 1807 requires the California Department of Mental Health (DMH), in collaboration with the California Department of Education (CDE), and in consultation with CMHs and county offices of education (COE), to develop claiming instructions for use by CMHs and COEs by May 1, 2007.

Per AB 1807, DMH has primary responsibility for developing claiming instructions for the budget item 4440-104-001 of the Budget Act of 2006. The claiming instructions shall be for use in FY 2007-08 and subsequent fiscal years. Allocations for these funds are based on state mandates claims for FY 2004-05 (Enclosure 2). Those CMHs that did not file mandates claims in FY 2004-05 did not receive a SGF allocation in FY 2006-07. Prior to receiving these funds for FY 2007-08, CMHs must have adopted a MOU, per DMH Letter No.: 07-02.

Claiming Instructions

When submitting claims for FY 2007-08 and subsequent fiscal years, CMHs shall:

- Maximize the appropriate use of federal funds and use federal funds first whenever possible and complete Certification of Compliance with this requirement annually (Enclosure 3);

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- Submit the Supplemental Cost Report form MH 1912 (Enclosure 4) on a timely basis;
- Submit Client Services Information (CSI) data on a timely basis.

Revisions to the Cost Report instructions will be made in July 2007, with training in August 2007. If you have programmatic questions or need additional information, please contact Robin Ulesich-Foemmel at (916) 651-0491 or robin.ulesich-foemmel@dmh.ca.gov. If you have questions regarding the Cost Report form, contact Chuk Okemiri at (916) 651-6367 or chuk.okemiri@dmh.ca.gov.

DMH will provide technical assistance and clarification to CMHs as necessary or requested for the completion of the Cost Report and CSI.

Sincerely,

Original signed by:

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures: (4)