

**Annual Mental Health Services Act (MHSA)  
Revenue and Expenditure Report for Fiscal Year 2006-07**

**Instructions**

**Introduction**

The purpose of the Annual MHSA Revenue and Expenditure Report (Revenue and Expenditure Report) for Fiscal Year (FY) 2006-07 is to (1) identify the expenditure of MHSA funds distributed to each county, (2) quantify the amount of additional funds generated for the mental health system as a result of the MHSA, and (3) determine the cost per client for Full Service Partnership (FSP) clients (based on information submitted by each county on the Exhibit 6). These instructions are intended to provide guidance to counties on how to complete the Revenue and Expenditure Report forms.

The Revenue and Expenditure Report consists of the following forms:

- *Community Services and Supports (CSS) Programs* – Identifies FY 2006-07 MHSA expenditures by activity for each individual CSS program/work plan (one form for each program/work plan).
- *CSS Program Summary* - Summarizes FY 2006-07 MHSA expenditures by activity.
- *CSS Summary* - Summarizes FY 2006-07 MHSA expenditures by CSS program/work plan and includes expenditures on planning, evaluation and administration.
- *Workforce Education and Training (WET) Planning Summary* - Identifies FY 2006-07 MHSA expenditures for WET planning activities.
- *Community Program Planning (CPP) Summary* – Identifies FY 2006-07 MHSA expenditures for CPP activities.
- *County Summary* – Summarizes FY 2006-07 MHSA expenditures for each component and in total.
- *Identification of Unspent Funds* – Summarizes, by component, MHSA funds that have been distributed to the county and have not been spent.
- *CSS One-Time Expenditures* - Identifies FY 2006-07 MHSA expenditures on approved one-time items.
- *CSS Crosswalk to CSI Provider Numbers* – Identifies Client and Services Information (CSI) System provider numbers for each CSS program/work plan to identify services provided with the MHSA funds.

Instructions for each form are provided in the remainder of this document in the recommended order for completing the forms. Counties should use the modified accrual basis of accounting when reporting expenditures (i.e., report revenues based on when they become both measurable and available to finance expenditures of the current period and report expenditures when incurred regardless of when payment is made).

**CSS Programs** (pages 1 through 15)

This form identifies revenues and expenditures for each CSS program/work plan implemented by the county. Counties should complete a separate form for each CSS program that was operating in FY 2006-07 and identify each program/work plan by the title in the approved Plan. (Note that the Excel template has been created for a maximum of 15 programs/work plans. Counties with more than 15 programs/work plans should add worksheets so that each program/work plan is reported on a separate form). Expenditures and revenues are identified by the following three activities:

- Full Service Partnership (FSP)– Activities related to providing the full spectrum of services and supports to clients enrolled in an FSP.
- General System Development (GSD) – Activities related to improving the County’s mental health service delivery system for all clients. Activities may or may not be provided to clients enrolled in an FSP.
- Outreach and Engagement (O&E) – Activities related to reach populations that are unserved or underserved. Again, activities may or may not be provided to clients enrolled in an FSP.

Revenues and expenditures are identified by type of entity performing the activity (County and/or contract provider) and by type of expenditure (client housing, other client supports, personnel, and other) as described below. Expenditures under GSD are identified by new programs versus expansion of existing programs. Include the total mental health cost of each program/work plan (MHSA and other funding sources). Include approved CSS one-time expenditures that can be identified to a specific program/work plan.

- Client Housing – Expenditures related to providing housing to clients enrolled in an FSP or transitional housing under O&E activities. This includes support costs, operating costs and capital costs. Examples of support costs include housing subsidies, master leases, motel and other housing vouchers, rental security deposits, first and last month rents. Examples of housing operating costs include building repair and maintenance, utilities, housing agency management fees, insurance, property taxes and assessments, and credit agency reporting fees. Capital housing costs include costs incurred in purchasing, building or rehabilitating housing. The salaries and benefits of staff used to provide housing supports are not included on this line but on the personnel line.
- Other Client Supports – Expenditures related to providing client supports other than housing. This includes cash payments, vouchers, goods, services, items necessary for daily living (such as food, clothing, hygiene, etc.), travel, transportation, medication and medical supplies, respite services for caregivers, and other supports. The salaries and benefits of staff used to provide housing supports are not included on this line but on the personnel line.
- Personnel – Salaries and benefits of employees working for the program. This includes client, family member and caregiver employees.

- Other – All other operating costs of the program, including professional services; travel and transportation; general office expenditures; office rent, utilities and equipment; telecommunications, etc.

The first column (column A) represents total mental health expenditures of the program in FY 2006-07. This includes expenditures made with MHSA funds as well as all other expenditures associated with the program/work plan. The remaining nine columns (columns B through J) represent the funding sources for the expenditures in column A. Thus, the sum of columns B through J should equal the amount in column A.

Use data from the FY 2006-07 SD/MC cost report to estimate the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) State General Fund (SGF) and Medi-Cal Federal Financial Participation (FFP). For an existing program, use an appropriate method of determining the funding source (e.g., prior year funding, percentage match, etc.).

Counties should internally document the approach for mapping expenditures to activities. The documentation should include brief notes on why the expenditure was mapped to the activity and any special allocations across multiple activities. Counties should follow the same approach each year unless additional information is available. Counties should maintain this documentation in order to provide an audit trail.

### **CSS Program Summary** (page 16)

This form summarizes revenues and expenditures by activity and type of expenditure for each CSS program/work plan reported by the County on each CSS Program form. Counties do not need to enter information on this form as the information is summarized electronically from the individual CSS Program forms.

### **CSS Summary** (page 17)

This form summarizes revenues and expenditures by CSS program/work plan for each CSS program/work plan reported by the County on each CSS Programs form as well as FY 2006-07 revenues and expenditures associated with CSS planning, evaluation and administration. Counties do not need to enter information on the top part of this form as the information is summarized electronically from the individual CSS Program forms. Counties need to enter FY 2006-07 CSS planning costs, evaluation costs and administration costs by type of expenditure on the lower half of the form. Again, counties should enter total expenditures in column A and then the relevant funding sources in columns B through J. Include approved CSS one-time expenditures that cannot be identified to a specific program/work plan as well as expenditures used to enhance local infrastructure in accordance with DMH Information Notice No. 06-13.

### **Workforce Education and Training (WET) Planning Summary** (page 18)

This form summarizes revenues and expenditures by funding category for WET Planning activities. Counties should enter total mental health expenditures in column A and the relevant funding source(s) in columns B through J. Thus, the sum of columns B through J should equal column A for each funding category. The funding categories relate to the request for funding for planning activities under the MHSA WET component

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(DMH Information Notice No. 07-06) prepared and submitted by each County. Counties should enter expenditures incurred during FY 2006-07 even though funding was not released until FY 2007-08.

**Community Program Planning (CPP) Summary (page 19)**

This form summarizes revenues and expenditures by expenditure type for FY 2006-07 CPP activities. Counties should enter total mental health expenditures in column A and the relevant funding source(s) in columns B through J. Thus, the sum of columns B through J should equal column A for each funding category. These expenditures are only for the initial CPP activities performed prior to CSS Plan approval and not for extension of planning shown on the CSS Summary form.

**County Summary (page 20)**

This form summarizes total mental health revenues and expenditures by component for FY 2006-07. Counties do not need to enter information on the top half of the form as this information is summarized electronically from other forms. Counties should enter the balance of their mental health expenditures and revenues as shown on the MH 1992 line 26 from the Summary Short-Doyle/Medi-Cal (SD/MC) cost report (i.e., in general, the difference between line 26 on the Summary SD/MC cost report and the total MHSA components line). The amount on the Total County Mental Health Services line should equal the amount on line 26. If not, the County should maintain documentation as to why amounts differ (i.e., start-up and/or capital costs reimbursed by Medi-Cal).

**Identification of Unspent Funds (page 21)**

This form is used to determine the amount of MHSA funds distributed to a County that have not been spent. Do not enter data in the shaded cells. Enter amounts separately for each MHSA component and only enter MHSA funds.

Enter the amount of unspent funds from prior fiscal years in the first section. In general, the sum of the amounts for the two components should equal the amount reported on MH 1995 from the FY 2005-06 Summary SD/MC Cost Report. This reflects funds available for MHSA expenditures.

Enter distributions from the Department of Mental Health (DMH) and interest earned on the local MHS fund balance in the second section. Counties should try to identify interest specific to each component or use a reasonable approach to allocate interest to each component. Do not include distributions from DMH that are for FY 2007-08 (many counties received their FY 2007-08 CSS distribution prior to the start of the fiscal year, and those amounts should not be reported).

MHSA FY 2006-07 expenditures are summarized electronically from the County Summary form for each component. Counties could not reserve funds for the local Prudent Reserve at the end of FY 2006-07 because no guidance had been provided regarding the prudent reserve; therefore, nothing should be entered in these cells.

Enter MHSA funds subject to reversion. In accordance with Welfare and Institutions Code Section 5892(h), any funds allocated to a county that have not been spent for

their authorized purpose within three years revert back to the MHS Fund. Thus, CPP funding distributed to the County from FY 2004-05 that has not been spent as of June 30, 2007 is subject to reversion and should be entered on this line. Only enter an amount from the FY 2004-05 CPP distribution and not funds from FY 2005-06 CSS extension of planning distribution.

The difference between the available funding (i.e., the sum of unspent funds from prior fiscal years and FY 2006-07 deposits) and FY 2006-07 expenditures represents the total MHSA unspent funds. Counties are required to provide a description as to the proposed expenditure of these unspent funds as part of the Annual Plan Update in accordance with WIC Section 5847(d).

**CSS One-Time Expenditures** (page 22)

This form is used to report expenditures of approved CSS one-time funds. Enter amounts incurred for extension of CPP, System Improvement, Information Technology One-Time and all other approved one-time funds. Counties should list other approved one-time funds from the CSS component of their approved Plans. Counties that redirected one-time funds for services can indicate this on the second to last line of the form.

**CSS Crosswalk to CSI Provider Numbers** (page 23)

This form is used to provide a crosswalk between CSS programs/work plans and provider numbers in the Client Services and Information (CSI) System so that expenditures can be related to services. Report the CSI provider number(s) beginning in column A for each CSS program/work plan. CSS program/work plans associated with more than one CSI provider number should report the additional CSI provider numbers beginning in column B. Counties should place an asterisk next to CSI provider numbers that encompass more than the CSS program/work plan.