



JENNIFER KENT
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: September 11, 2019

BEHAVIORAL HEALTH INFORMATION NOTICE NO.: 19-039

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES
CALIFORNIA OPIOID MAINTENANCE PROVIDERS
CALIFORNIA STATE ASSOCIATION OF COUNTIES
CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS
CALIFORNIA ASSOCIATION OF DUI TREATMENT PROGRAMS
CALIFORNIA ASSOCIATION FOR ALCOHOL/DRUG EDUCATORS

SUBJECT: MENTAL HEALTH SERVICES ACT THREE-YEAR PROGRAM AND EXPENDITURE PLAN OR ANNUAL UPDATE, THREE-YEAR PREVENTION AND EARLY INTERVENTION EVALUATION REPORT, ANNUAL PREVENTION AND EARLY INTERVENTION REPORT, ANNUAL INNOVATIVE PROJECT REPORT, AND FINAL INNOVATIVE PROJECT REPORT DEADLINES

The purpose of this Information Notice is to remind counties of submission requirements for the following reports:

- Mental Health Services Act (MHSA) Three-Year Program and Expenditure Plan or Annual Update;
- Three-Year Prevention and Early Intervention Evaluation Report;
- Annual Prevention and Early Intervention Report;
- Annual Innovative Project Report; and
- Final Innovative Project Report.

MHSA Three-Year Program and Expenditure Plan or Annual Update

Each County must prepare and submit a Three-Year Program and Expenditure Plan, and Annual Updates, adopted by the County's Board of Supervisors, to the Mental Health Services Oversight and Accountability Commission (MHSOAC) and the Department of Health Care Services (DHCS) within 30 days of adoption.¹ All expenditures of MHSA funds for mental health programs in a County must be consistent with a currently approved Plan or Update.²

Three-Year Prevention and Early Intervention Evaluation Report

Each County must submit its first Three-Year Prevention and Early Intervention Evaluation Report to the MHSOAC as part of a Three-Year Program and Expenditure Plan or Annual Update within 30 calendar days of Board of Supervisors approval of the Plan or Update.³ Any county that is unable to submit a Board of Supervisors approved Three-Year Program and Expenditure Plan or Annual Update by June 30, 2019, must still submit its first Three-Year Prevention and Early Intervention Evaluation Report to the MHSOAC by June 30, 2019.⁴

Thereafter, each County must submit a Three-Year Prevention and Early Intervention Evaluation Report once every three years to the MHSOAC as part of a Three-Year Program and Expenditure Plan or Annual Update within 30 calendar days of Board of Supervisors approval of the Plan or Update.⁵ Any county that is unable to submit a Board of Supervisors approved Three-Year Program and Expenditure Plan or Annual Update by June 30 of the third year must still submit its Three-Year Prevention and Early Intervention Evaluation Report to the MHSOAC by June 30 of the third year.⁶

Annual Prevention and Early Intervention Report

Each County must submit an Annual Prevention and Early Intervention Report during each of the two intervening years in which the County does not submit a Three-Year Prevention and Early Intervention Evaluation Report.⁷ Each County must submit each Annual Prevention and Early Intervention Report to the MHSOAC as part of a Three-Year Program and Expenditure Plan or Annual Update within 30 calendar days of Board of Supervisors approval of the Plan or Update.⁸ Any County that is unable to submit a Board of Supervisors approved Three-Year Program and Expenditure Plan or Annual Update by June 30 must still submit its Annual Prevention and Early Intervention Report

¹ Welfare and Institutions Code, Section 5847 (a).

² Welfare and Institutions Code, Section 5892 (g).

³ Title 9, California Code of Regulations, Sections 3560.020 (a)(1)

⁴ *Ibid.*

⁵ Title 9, California Code of Regulations, Sections 3560.020 (a)(1)

⁶ *Ibid.*

⁷ Title 9, California Code of Regulations, Sections 3560.010 (a)(1)

⁸ *Ibid.*

to the MHSOAC by June 30 for each year the County does not submit a Three-Year Prevention and Early Intervention Evaluation Report.⁹

Annual Innovative Project Report

Each County must submit its first Annual Innovation Project Report to the MHSOAC by December 31 following the end of the fiscal year for which the County is reporting.¹⁰ Thereafter, each county must submit an Annual Innovative Project Report for each approved Innovative Project to the MHSOAC as part of a Three-Year Program and Expenditure Plan or Annual Update within 30 calendar days of Board of Supervisors approval of the Plan or Update.¹¹ Any County that is unable to submit a Board of Supervisors approved Three-Year Program and Expenditure Plan or Annual Update by June 30 must still submit its Annual Innovative Project Report to the MHSOAC by June 30 for each year the County does not submit a Final Innovative Project Report.

Final Innovative Project Report

Upon completion of an Innovative Project, each County must submit a Final Innovative Project Report to the MHSOAC. The County may submit the Final Innovative Project Report as part of a Three-Year Program and Expenditure Plan or Annual Update, or within six months from completion of the Innovative Project, whichever is closest in time to the completion of the Innovative Project.¹²

DHCS and the MHSOAC strongly encourage each County to submit their Three-Year Prevention and Early Intervention Evaluation Report or Annual Prevention and Early Intervention Report, and Annual Innovative Project Report **together with** a Board of Supervisors adopted Three-Year Program and Expenditure Plan or Annual Update within 30 days of adoption no later than June 30th of the fiscal year prior to the period covered by the Plan or Update.

Please send any questions regarding this Information Notice to MHSA@dhcs.ca.gov.

Sincerely,

Original signed by

Kelly Pfeifer, M.D.
Deputy Director
Behavioral Health

⁹ *Ibid.*

¹⁰ Title 9, California Code of Regulations, Section 3580 (a)(1)(A)

¹¹ *Ibid.*

¹² Title 9, California Code of Regulations, Section 3580 (a)(2)(A).