



DATE: September 25, 2023

Behavioral Health Information Notice No: 23-050

TO: California Alliance of Child and Family Services  
California Association for Alcohol/Drug Educators  
California Association of Alcohol & Drug Program Executives, Inc.  
California Association of DUI Treatment Programs  
California Association of Social Rehabilitation Agencies  
California Consortium of Addiction Programs and Professionals  
California Council of Community Behavioral Health Agencies  
California Hospital Association  
California Opioid Maintenance Providers  
California State Association of Counties  
Coalition of Alcohol and Drug Associations  
County Behavioral Health Directors  
County Behavioral Health Directors Association of California  
County Drug & Alcohol Administrators

SUBJECT: Mental Health Block Grant (MHBG) Annual Program Review

PURPOSE: This Behavioral Health Information Notice informs the counties of the MHBG annual program review process for calendar year 2024.

REFERENCE: 45 Code of Federal Regulations (CFR) § 75.342(a), § 75.352

BACKGROUND: Pursuant to 45 CFR § 75.342(a), DHCS, as the recipient of federal funding from the Substance Abuse and Mental Health Services Administration, is required to monitor MHBG activities to assure compliance with applicable Federal requirements and performance expectations are being achieved in each program, function, or activity.

POLICY: DHCS will conduct program reviews of county MHBG programs and services via desk review for state fiscal year 2022-23 and may include an on-site review as needed. DHCS will send the county instructions and documents to be completed for each program/service and the documents are to be submitted back to DHCS. Documents must be submitted on time to be considered for the review. The purpose of this review is to substantiate compliance with federal guidelines, provide technical assistance, and establish a reciprocal information-sharing relationship between DHCS and the county.



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The counties scheduled for a desk review in 2024 are Colusa, Berkeley City, Del Norte, Fresno, Inyo, Lake, Lassen, Modoc, Mono, Sacramento, San Diego, San Joaquin, Santa Clara, Santa Cruz, Solano, Tri-City, Tulare, Yolo, and Trinity. Upon completion of the desk review, DHCS will determine if an on-site review is warranted, and the county will be notified of the on-site visit date. The program on-site review may consist of discussions with county staff/leadership, service providers, program visits, chart documentation, client meetings, and an exit conference.

The DHCS Review Team will prepare a summary MHBG report of the desk review including a description of any findings, recommendations, or suggested improvements. The MHBG report will be sent to the county after completion of the desk review. If the county disagrees with a finding listed on the MHBG report, the county has 15 business days to respond in writing by contacting DHCS at [MHBG@dhcs.ca.gov](mailto:MHBG@dhcs.ca.gov).

A Plan of Correction (POC) is required for all items and must be submitted to [MHBG@dhcs.ca.gov](mailto:MHBG@dhcs.ca.gov) within 60 calendar days of receipt of the MHBG report. DHCS will review the POC. If DHCS determines the POC is insufficient the county shall propose an alternative plan of correction to DHCS.

Please send any questions regarding this Information Notice to [MHBG@dhcs.ca.gov](mailto:MHBG@dhcs.ca.gov).

Sincerely,

Original signed by

Marlies Perez, Chief  
Community Services Division