



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
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July 1, 2008

DMH INFORMATION NOTICE NO.: 08-16

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

SUBJECT: PLAN UPDATE GUIDELINES FOR FISCAL YEAR 2008/09
ADDENDUM—MODIFIED PROCESS

REFERENCE WELFARE AND INSTITUTIONS CODE (WIC) SECTION 5847(d),
SECTION 5878.2, SECTION 5892, SECTION 5893 AND
CALIFORNIA CODE OF REGULATIONS, SECTION 3315.

Department of Mental Health (DMH) Information Notice No.: 08-10, published April 4, 2008, provided the proposed guidelines for submission of Fiscal Year (FY) 08/09 updates to the county's Three Year Program and Expenditure Plan for the Community Services and Supports (CSS) component.

This DMH Information Notice amends the guidance for a County's¹ use of unexpended funds as outlined in DMH Information Notice No.: 07-25, published December 12, 2007.

This Information Notice also delays the deadline for submission of the prudent reserve plan as outlined in DMH Information Notice No.: 08-10.

Finally, this Information Notice provides further guidance to Counties regarding submission of FY 08/09 updates to the Three-Year Program and Expenditure Plan for the Workforce Education and Training and/or Capital Facilities/Technological Needs components when the County is proposing a continuation of a previously approved Workforce Education and Training or Capital Facilities/Technological Needs project.

The modification to DMH Information Notice No.: 07-25 follows. All other guidance from this notice remains in effect. Changes which supercede the previous guidance are shown in italics.

¹ "County" means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per WIC Section 5701.5

Unexpended Funds

Guidance previously provided in Information Notice 07-25 required counties to identify unexpended funds and inform DMH of the intended use of those funds. Unexpended funds with a specific intended use were to have been considered available and amounts approved for distribution to the counties for services were to have been reduced by the amount of unexpended funds available. Under this amendment *for FY 08/09, unexpended funds will not be used to reduce a county's amount approved to fund services for that fiscal year.*

The modifications to DMH Information Notice No.: 08-10 follow, all other guidance from this notice remains in effect. Changes which supercede the previous guidance are shown in italics.

I. General Requirements

Guidance previously provided in DMH Information Notice No.: 08-10 required counties to submit a plan to achieve the prudent reserve for CSS required by WIC Section 5847 (a) (7) as a part of the CSS Plan Update for FY 08/09. Under this amendment *a county's plan to achieve the prudent reserve of 50% of the approved funding level for CSS services by July, 2010, will be not be required as a part of the CSS Plan Update but must be submitted by July 1, 2009.*

II. FY 08/09 Process to Update the County's Three-Year Program and Expenditure Plan

Item B.

- 1) *If a County is continuing Workforce Education and Training and/or Capital Facilities/Technological Needs projects approved prior to 6/30/08, the FY 08/09 update to the County's Three Year Program and Expenditure Plan shall include those continuing projects.*

If a County does not choose to request funding for these previously approved projects through the Plan required for that component, a County may:

- a) *Choose to fund these continuing projects through an irrevocable transfer of CSS funds to the Workforce Education and Training and/or Capital Facilities/Technological Needs components consistent with the maximum allowed by WIC 5892 (b). If a county chooses to fund these projects from this portion of CSS, the request for funding should be included on lines 29, 30 and/or 31 of Exhibit 2 included with the CSS Plan update described in Information Notice 08-10.*
- b) *Choose to fund these continuing projects through funding set aside for the specific component without submitting a Plan for that component. If a county chooses to use funding set aside for the specific component, the county must clearly delineate which component the County chooses to use to fund the ongoing approved project costs. Additionally, counties must complete Exhibit*

2a, included with this Information Notice, as well as the specific budget information required in Section E of the guidelines previously published for the specific component as delineated below:

- i) Workforce Education and Training projects, the budget form is Exhibit 6 from DMH Information Notice No.: 07-14*
- ii) Capital Facilities, the budget form is Exhibit 5, Enclosure 2 from DMH Information Notice No.: 08-09, and*
- iii) Technological Needs, the budget form is Exhibit 4, Enclosure 3 from DMH Information Notice No.: 08-09.*

Current programs and projects which have been approved, such as one-time technology projects, can continue until the FY 08/09 plan update is approved.

- 2) Counties may consolidate programs in their plan update by listing the newly consolidated program(s) on Exhibit 2 with an attachment listing which previously approved programs are consolidated. The consolidated program must meet the definition of program. A program is made up of one or more services used in an organized manner to provide strategies for services and supports to an individual to achieve positive outcomes.*

Item C.

The amount of new MHSA CSS funding requested by fiscal year for the needs identified in Exhibit 2 for FY 2008/09. (Exhibit 3R) Exhibit 3 is no longer required.

- 1) In FY 2008/09 the amount of unexpended funds will not be used to reduce the FY 2008/09 funding request amount. (See Unexpended Funds above)*
- 2) No change in the requirement to describe sustainability of programs.*

Item D.

A prudent reserve plan is not needed until 7/1/09. The requirements regarding establishing a prudent reserve are unchanged (see General Requirements above).

Item F. (addendum)

Requests for previously approved Workforce Education and Training projects do not need to include Exhibits 4, 5, and 6. Requests for previously approved Capital Facilities and Technological Needs projects do not need to meet the project proposal guidelines of DMH Information Notice No.: 08-09.

If you have any further questions, please contact your County Operations liaison identified on the following internet site: <http://www.dmh.ca.gov/CountyOps/contact.asp>.

Sincerely,

Original signed by

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures