



1600 9th Street, Sacramento, CA 95814  
(916) 654-2309

November 24, 2010

DMH INFORMATION NOTICE NO.: 10-26

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

SUBJECT: IMPLEMENTATION OF THE ANNUAL MENTAL HEALTH SERVICES  
ACT (MHSA) REVENUE AND EXPENDITURE REPORT FOR FISCAL  
YEAR 2009-10

REFERENCE: IMPLEMENTATION OF THE MHSA, WELFARE AND INSTITUTIONS  
CODE SECTION 5847 AND TITLE 9, CALIFORNIA CODE OF  
REGULATIONS SECTION 3510

The purpose of this Department of Mental Health (DMH) Information Notice is to inform Counties<sup>1</sup> that receive funding under the Mental Health Services Act (MHSA) of the Annual MHSA Revenue and Expenditure Report (Revenue and Expenditure Report) requirements for Fiscal Year (FY) 2009-10. A copy of the Revenue and Expenditure Report worksheets and instructions are enclosed (Enclosures 1 through 11).

The MHSA intends that Counties use other available funding sources to offer mental health services prior to the expenditure of MHSA dollars. Currently, Counties report the expenditure of other funds, including FFP, in aggregate for all ages on the Revenue and Expenditure Report. Next year, Counties will be expected to report leveraged FFP funding separately for children (0-21 yrs) and for adults (22+ yrs). In preparation for the reporting of this data, Counties are advised to begin to establish necessary tracking mechanisms, if not already in place.

A new worksheet has been developed (Enclosure 10) for the Workforce Education and Training (WET) component Regional Partnerships (RP). This worksheet only needs to be completed by the five Counties<sup>2</sup> serving as fiscal sponsors for the RPs. RPs are County approved groups of individuals and/or organizations within a geographic proximity that act as an employment and education resource for the Public Mental Health System. A fiscal sponsor County is a County that serves as a recipient of MHSA funds for RP activities. Counties

---

<sup>1</sup> 'County' means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per Welfare and Institution Code section 5701.5 (Cal. Code Regs., tit. 9, § 3200.090).

<sup>2</sup> Fiscal sponsor counties are Alameda, Glenn, Los Angeles, Placer, and San Bernardino.

participating in the RP have agreed that the fiscal sponsor County will manage all financial transactions related to the RP. Fiscal sponsor Counties that received RP funds during FY 2008-09 or FY 2009-10 can now report expenditures in Enclosure 10.

Pursuant to Title 9, California Code of Regulations (CCR) section 3510, **each County is required to submit the Revenue and Expenditure Report to DMH no later than December 31, 2010, following the end of the fiscal year.** DMH may withhold future MHSA distributions to Counties that do not submit their Revenue and Expenditure Report by this date.

The Revenue and Expenditure Report should be submitted electronically to [dmh.mhsa@dmh.ca.gov](mailto:dmh.mhsa@dmh.ca.gov) using the Excel template (do not submit a PDF document). In the subject line, include "(county name) FY 09-10 MHSA Rev and Exp Report". The Excel forms that are modified by a County will not be accepted and will be sent back to the County for proper submission format.

A hard copy of the Revenue and Expenditure Report should also be sent to the following address:

California Department of Mental Health  
Attn: FY 09-10 MHSA Rev and Exp Report  
County Programs Technical Assistance  
1600 9<sup>th</sup> Street, Room 100  
Sacramento, CA 95814

Please be advised that DMH intends to audit the Revenue and Expenditure Report in conjunction with the Short-Doyle/Medi-Cal (SD/MC) audit. Accordingly, Counties will need to maintain all accounting and management information system reports used to substantiate what was reported in the Revenue and Expenditure Report for future audit purposes.

If you have any questions regarding the Revenue and Expenditure Report, please contact your County Programs Technical Assistance representative identified on the following DMH website:

[http://www.dmh.ca.gov/Services\\_and\\_Programs/Community\\_Programs/County\\_Technical\\_Assistance.asp](http://www.dmh.ca.gov/Services_and_Programs/Community_Programs/County_Technical_Assistance.asp)

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.  
Director

Enclosures

cc: California Mental Health Directors Association  
California Mental Health Planning Council  
Giang Nguyen, Executive Administrator, Community Services Division  
Mental Health Services Oversight and Accountability Commission