



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



EDMUND G. BROWN JR.
GOVERNOR

DATE: April 28, 2016

MHSUDS INFORMATION NOTICE NO.: 16-018

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.

SUBJECT: REVISED INSTRUCTIONS FOR COMPLETION OF THE QUARTERLY FEDERAL FINANCIAL MANAGEMENT REPORT

PURPOSE

This bulletin is to notify counties of the revised reporting requirements to the Quarterly Federal Financial Management Report (QFFMR). The bulletin includes instructions for completion of the QFFMR.

DISCUSSION

The Substance Abuse Mental Health Services Administration (SAMHSA) has directed the Department of Health Care Services (DHCS) to track and report obligations and expenditures for each individual Substance Abuse Prevention and Treatment (SAPT) Block Grant (BG) Award. This reporting process began with the Federal Fiscal Year (FFY) 2001 SAPT BG Award. DHCS uses the QFFMR to track the percentage of SAPT BG funds expended for a given fiscal quarter and to ensure counties are meeting their spending requirements for each categorical area of the SAPT BG.

In an effort to promote accurate reporting of expenditures on the QFFMR, DHCS is available to answer questions by phone or e-mail and will also provide web-based training for interested counties and their staff.

INFORMATION REPORTED

Expenditures reported represent the actual dollars paid out of the SAPT BG and do not include obligated or encumbered funds. Beginning in FFY 2006 (October 1, 2005), expenditure reporting changed to report on an accrued basis.¹

The QFFMR reflects the cumulative expenditures of each of the SAPT BG funding categories for each FFY (Exhibit 1, Columns E and I).

SAPT BG funding categories:

- Discretionary
- Friday Night Live/Club Live
- Primary Prevention Set-Aside
- HIV Set-Aside
- Perinatal Set-Aside
- Adolescent and Youth Treatment

COUNTY DATA UNIVERSAL NUMBERING SYSTEM NUMBER

The federal government requires a current Data Universal Numbering System (D-U-N-S) number from any entity receiving federal funds. Beginning with the first quarter State Fiscal Year (SFY) 2015-16 QFFMR, the County D-U-N-S number must be included with the submission. Please provide it in the remarks box. For information and definition of D-U-N-S, please check: <https://fedgov.dnb.com/webform>.

For further information on how to report FFY 2015-16 expenditures, as well as the D-U-N-S number, please see the revised QFFMR instructions (Exhibit 2).

DUE DATES

Counties are to submit their QFFMRs no later than the following due dates (Exhibit 3):

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First	July - September	December 1
Second	October - December	March 1
Third	January - March	June 1
Fourth	April – June	September 1

¹ QFFMR reporting should include income, when earned, and expenses, when incurred, regardless of when cash is received or disbursed.

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SUBMISSION

A PDF of the signed, completed QFFMR may be emailed to:

Thomas.Quinn@dhcs.ca.gov

Or mailed to the following address:

Tom Quinn
Department of Health Care Services
Fiscal Management and Accountability Branch, MS 2629
P.O. Box 997413
Sacramento, CA 95899-7413

QFFMR REVISIONS

Counties may revise their QFFMR at a later date if expenditures have been adjusted in order to more accurately reflect program funding. A signed and dated copy reflecting any adjustments must be sent to the address above.

QUESTIONS/MAINTENANCE

The QFFMR form and instructions are available on DHCS's website at:

http://www.dhcs.ca.gov/provgovpart/Pages/SUD_Forms.aspx

If you have questions regarding this bulletin or require further information, please contact Thomas Quinn, Analyst, Fiscal Management and Accountability Branch, at (916) 327-2782, or via e-mail to Thomas.Quinn@dhcs.ca.gov.

Sincerely,

Original signed by

Karen Baylor, Ph.D., LMFT, Deputy Director
Mental Health & Substance Use Disorder Services

Enclosures