



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



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 24, 2017

MHSUDS INFORMATION NOTICE NO.: 17-003

TO: COUNTY BEHAVIORAL HEALTH PROGRAM DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTOR'S ASSOCIATION
CALIFORNIA COUNCIL OF COMMUNITY MENTAL HEALTH
AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM
EXECUTIVES, INC.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES

SUBJECT: MENTAL HEALTH SERVICES ACT (MHSA) REVENUE AND
EXPENDITURE REPORT FOR FISCAL YEAR 2015-16

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 5899 AND
CALIFORNIA CODE OF REGULATIONS, TITLE 9, SECTION 3510

This Information Notice informs Counties of the Annual Mental Health Services Act (MHSA) Revenue and Expenditure Report (RER) requirements for Fiscal Year (FY) 2015-16. A copy of the MHSA County Fiscal Accountability Certification Form, RER instructions, and worksheets are enclosed (Enclosures 1, 2, and 3).

The reporting for the RER should reflect all activity that occurred between July 1, 2015, and June 30, 2016.

Counties must report revenue received during FY 2015-16, from July 1, 2015, through June 30, 2016. The amount reported must align with the State Controller's (SCO) Reports for funds distributed during the same period. The amounts are available at: http://www.sco.ca.gov/ard_payments_mentalhealthservicefund.html.

Counties should continue to comply with all requirements in the California SCO's Accounting Standards and Procedures for Counties publication (May 2013), and with the requirements set forth in MHSA and other applicable laws, including the prohibition against supplantation. Expenditures should be recognized in the period that the fund liability is incurred.

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Submission:

The RER must be submitted electronically to MHSA@dhcs.ca.gov and MHSOAC@mhsoc.ca.gov using the Excel template. Do not submit a PDF document. In the subject line, include "(county name) FY (year) MHSA Rev and Exp Report". DHCS requests counties to submit their RER by April 17, 2017.

Please be advised that the State may audit the RER. Accordingly, Counties will need to maintain all accounting and management information system reports used to substantiate what was reported in the RER for a minimum of seven years from the end of the fiscal year in which the records were prepared for future audit purposes.

If you have any questions regarding the RER, please contact Donna Ures at (916) 324-0401 or donna.ures@dhcs.ca.gov.

Sincerely,

Original signed by

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