



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
(916) 654-2309

February 14, 2007

DMH LETTER NO.: 07-02

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

SUBJECT: SUBJECT: MEMORANDUM OF UNDERSTANDING (MOU)
TEMPLATE AS REQUIRED IN AB 1807 (CHAPTER 74,
STATUTES OF 2006) FOR ADOPTION BY COUNTY MENTAL
HEALTH DEPARTMENTS AND COUNTY OFFICES OF
EDUCATION BY MAY 1, 2007 FOR AB 3632

REFERENCE: AB 1807 (Chapter 74, Statutes 2006)

The purpose of this letter is to provide direction to county mental health departments (CMHs) for the adoption of a MOU between county offices of education (COEs) and CMH, as required by AB 1807 (Chapter 74, Statutes of 2006) (Enclosure 1). AB 1807 requires the California Department of Mental Health (DMH), in collaboration with the California Department of Education (CDE), and in consultation with CMHs and COEs, to develop a MOU template for use by CMHs and COEs. DMH would like to acknowledge and thank the California Department of Education, the California Mental Health Directors Association, and Special Education Local Plan Area Directors for their partnership and assistance in the MOU Template development, and for their continuing support. The MOU template has been finalized and is enclosed (Enclosure 2).

Per AB 1807, CMHs have until May 1, 2007 to adopt the MOU, and must submit it to DMH within 15 days of adoption; COEs must also submit the MOU to CDE within 15 days. Additionally, CMHs must have a MOU in place before they receive funding as appropriated in budget item 4440-104-001 of the Fiscal Year 2006-07 Budget Act (\$52 million).

MOU Template Elements

AB 1807 requires the MOU template to contain, at a minimum, the following elements:

- The requirements of Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code in the areas of referrals, data collection, and reporting, including, but not limited to, the recommendations made pursuant to Paragraph (3) of subdivision (b) of Section 56139 of the Education Code and paragraph (1) of subdivision (b) of Section 7576.2 of the Government Code.
- Data required to be reported by county mental health departments to county offices of education to meet federal reporting requirements under the federal Individuals with Disabilities Education Act (IDEA).
- A description of the array of services to be delivered consistent with assessments and individualized education plans (IEP).

Reporting Requirements

The MOU template includes specific data requirements that CMHs will report to COEs to enable the COE to link the mental health services provided to a student's (IEP). The reports are derived from Client Service Information (CSI) data already reported by CMH to DMH. The reporting requirements for Fiscal Year (FY) 2007-08 include the same information that has been required since 2006, with one additional data element: the student's district of residence, as most recently provided in writing by the school district. To accommodate this new reporting requirement, DMH is adding a data field to the CSI data system. DMH will provide training and technical assistance to counties on this data field in the near future.

CSI data extracts that contain the required information will be available for CMH download each year on February 1 for the period July 1 through December 31, and September 1 for the period January 1 through June 30. The extracts will include, in addition to the school district of residence, the county; service provider; county client number; the student's name; date of birth; gender; mode of service provided pursuant to Government Code Section 7570 et seq.; service function; units of service; units of time; date of service; and for 24-hour services, the dates of admission, entry, exit and discharge. Two additional columns will be added for CMHs to complete the estimated rate per unit, and the estimated total cost of the service. The estimated rates are to be based on the most recent settled costs for the specific services. Enclosed is a mock-up sample of the extract (Enclosure 3). The enclosed MOU

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template contains further details on the data reporting requirements. No additional information is required by DMH or CDE for the timely transfer IDEA funds from COEs to CMHs.

MOU Submission to DMH

Counties are to submit their adopted MOUs to DMH by May 15, 2007. Please submit two hard copies of the signed MOU and an electronic version of the MOU to:

Robin Ulesich-Foemmel
Children and Family Program Policy
Department of Mental Health
1600 9th Street, Room 130
Sacramento, CA 95814

If you have programmatic questions or need additional information, please contact Robin Ulesich-Foemmel at (916) 651-0491 or robin.ulesich-foemmel@dmh.ca.gov.

If you have any legal questions, please contact Roland Bowns, DMH Legal Counsel, at (916) 654-2453 or roland.bowns@dmh.ca.gov.

The DMH and CDE will provide technical assistance and clarification to CMH and COE as necessary or requested for the adoption of the MOU. Please contact Robin Ulesich-Foemmel at (916) 651-0491 or robin.ulesich-foemmel@dmh.ca.gov if assistance is required.

Sincerely,

Original signed by:

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures: AB 1807 (Chapter 74, Statutes 2006)
MOU Template
DMH Mock-up CSI Report