



CALIFORNIA DEPARTMENT OF EDUCATION
JACK O'CONNELL, State Superintendent of Public Instruction
1430 N Street, Sacramento, CA 95814
916-319-0800



CALIFORNIA DEPARTMENT OF MENTAL HEALTH
STEPHEN W. MAYBERG, Director
1600 9th Street, Sacramento, CA 95814
916-654-2309

April 11, 2008

DMH LETTER NO.: 08-01

Dear Local Mental Health Directors, Local Mental Health Program Chiefs, Local Mental Health Administrators, County Administrative Officers, Local Mental Health Board Chairpersons, County Offices of Education Superintendents, Special Education Local Plan Area Directors, and School Districts Superintendents:

**UPDATE OF THE SPECIAL EDUCATION PUPILS PROGRAM (ASSEMBLY BILL 3632)
MEMORANDUM OF UNDERSTANDING REQUIRED BY AB 1807
(CHAPTER 74, STATUTES OF 2006)**

This letter provides direction to County Mental Health Departments (CMHs) and County Offices of Education (COEs) for the adoption of an updated Memorandum of Understanding (MOU) between COEs and CMH, as required by AB 1807 (Chapter 74, Statutes of 2006), that includes fiscal year (FY) 2008-09. The updated MOU may cover three fiscal years.

The Department of Mental Health (DMH) must have a current MOU on file for those counties that receive a portion of the \$52 million in AB 3632 mandates claims offsets. The allocation amounts for FY 2007-08 are identified in the enclosure. In order to receive timely payments, please submit the updated MOU to DMH by May 15, 2008. COEs must submit the updated MOU to the California Department of Education (CDE) by May 15, 2008.

MOU Requirements

AB 1807 requires the MOU 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 (GC)* 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 *California Education Code* and paragraph (1) of subdivision (b) of Section 7576.2 of the *GC*.
- Data required to be reported by CMHs to COEs to meet federal reporting requirements under the federal Individuals with Disabilities Education Act.
- A description of the array of services to be delivered consistent with assessments and Individualized Education Programs (IEP).

Reporting Requirements for CMHs

The MOU includes specific data requirements that CMHs will report to COEs, which enable the COE to link the mental health services provided pursuant 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 FY 2008-09 are identical to those required in FY 2007-08.

CSI data extracts that contain the required information will be available for CMH download each year after March 1 for the period of July 1 through December 31, and after October 1 for the period of January 1 through June 30. The extracts will include: 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 GC 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 columns are available 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.

MOU Submission to DMH and CDE

Counties are to submit their updated adopted MOUs to DMH by May 15, 2008. COEs are to submit their updated adopted MOUs to the CDE by May 15, 2008. Please submit one hard copy of the signed MOU and an electronic version of the MOU to:

Jennifer Bianchi
Child and Family Programs
Department of Mental Health
1600 9th Street, Room 130
Sacramento, CA 95814

Shane Berli
Special Education Division
California Department of Education
1430 N Street, Suite 2401
Sacramento, CA 95814

If CMHs have programmatic questions or need additional information, please contact Jennifer Bianchi at 916-651-1147 or by e-mail at jennifer.bianchi@dmh.ca.gov. COEs should contact Shane Berli at 916-327-0844 or by e-mail at sberli@cde.ca.gov.

Sincerely,

Original signed by

JACK O'CONNELL
State Superintendent of Public Instruction
California Department of Education

Original signed by

STEPHEN W. MAYBERG, Ph.D.
Director
California Department of Mental Health

JO/SM:by
Enclosure