



CALIFORNIA DEPARTMENT OF  
**Mental Health**

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

December 28, 2009

DMH INFORMATION NOTICE NO.: 09-22

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 2008-09

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) 2008-09. A copy of the Revenue and Expenditure Report worksheets and instructions are enclosed (Enclosures 1 through 8).

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 following the end of the fiscal year. However, due to the timing of the release of the forms and instructions for the Revenue and Expenditure Report, DMH will accept Reports for fiscal year 2008-09 until February 28, 2010. 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 using the Excel template (do not submit a PDF document) to DMH at [mhsa@dmh.ca.gov](mailto:mhsa@dmh.ca.gov) and include the subject line "(County name) FY 08-09 MHSA Rev and Exp Report." Those Excel forms that are modified by a County will not be accepted and will be sent back to the County for proper submission format.

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<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).

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

**California Department of Mental Health  
Attn: FY 08-09 MHPA Rev and Exp Report  
MHPA Plan Review Section  
1600 9<sup>th</sup> Street, Room 150  
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 Technical Assistance representative identified on the following DMH website:

[http://www.dmh.ca.gov/Services\\_and\\_Programs/Local\\_Program\\_Support/County\\_Technical\\_Assistance.asp](http://www.dmh.ca.gov/Services_and_Programs/Local_Program_Support/County_Technical_Assistance.asp).

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.

Director

Enclosures (8)

cc: California Mental Health Planning Council  
California Mental Health Directors Association  
Mental Health Services Oversight and Accountability Commission  
Deputy Director, Community Services Division