



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



EDMUND G. BROWN JR.
GOVERNOR

DATE: October 12, 2017

MHSUDS INFORMATION NOTICE NO.: 17-049

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.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES
CALIFORNIA OPIOID MAINTENANCE PROVIDERS

SUBJECT: MENTAL HEALTH SERVICES ACT (MHSA) REVENUE AND EXPENDITURE REPORT FOR FISCAL YEAR 2016-17

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 5899 AND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 9, SECTIONS 3510, 3510.010 and 3510.020

This Information Notice informs counties of the Annual Mental Health Services Act (MHSA) Revenue and Expenditure Report (ARER) requirements for Fiscal Year (FY) 2016-17. A copy of the MHSA County Fiscal Accountability Certification form, ARER instruction manual, and worksheets are enclosed.

The reporting for the ARER should reflect all activity that occurred between July 1, 2016, and June 30, 2017.

Counties must report revenue received from July 1, 2016, through June 30, 2017. The amount reported must tie to the State Controller's Office (SCO) Monthly Mental Health Service Fund Reports for funds distributed during the same period. The amounts are available on the [SCO website](#).

Expenditures should be recognized in the period that the fund liability is incurred (Accounting Standards and Procedures for Counties, SCO, May 2014).

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Counties should continue to comply with all requirements in the California SCO publication, Accounting Standards and Procedures for Counties, and with the requirements set forth in the MHSAs and other applicable laws, including the prohibition against supplantation.

Submission:

Pursuant to Title 9, CCR Section 3510, each county is required to submit the Revenue and Expenditure Report to DHCS no later than December 31, following the end of the fiscal year. **The deadline for submitting the FY 2016-17 ARER is December 31, 2017.**

The ARER 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 2016-17 MHSAs Rev and Exp Report". The MHSAs County Fiscal Accountability Certification (Enclosure 1) must be submitted electronically to MHSA@dhcs.ca.gov and MHSOAC@mhsoc.ca.gov as a PDF document.

Pursuant to Title 9, CCR Section 3510.010 (b) and Section 3510.020 (b), each county is required to post a copy of their submitted ARER on the county's website, as well as provide a copy to their county's Mental Health Board, within 30 days of submission to the state.

Please be advised that the state may audit the ARER. Accordingly, counties will need to maintain all accounting and management information system reports used to substantiate what was reported in the ARER 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 ARER, 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

Enclosures