



Ohio Department of Mental Health

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Columbus, Ohio 43215-3430

DATE: 11/1/07 NUMBER: C-11-08-02 ORIGINATOR & TITLE: Holly Jones

OFFICE:
Office of Fiscal Administration

APPROVED BY:
Don Anderson, Deputy Director: *[Signature]*
Dalon Myricks, Chief: *[Signature]*

DISTRIBUTION:

BHO's Boards Provider Agencies Shareholder Organizations

SUBJECT:

Allocations Certification Critical Information Licensure
 MACSIS Medicaid MSPA Policy
 Procedure Other (specify):

TITLE OF CORRESPONDENCE:

Department of Mental Health SFY 2007 Fiscal Reporting Forms and Templates

CONTENT:

Each Alcohol, Drug Addiction, and Mental Health Services Board, and Community Mental Health Board must submit one completed FY 2007 DMH-FIS-040 (Actual). Attached are the instructions and templates for the FY 2007 Fiscal Reporting Forms. Fiscal Reporting forms must be submitted in this format.

The following changes have been made to the 040 template:

- 1) New column added for Safety Net (335-505)
- 2) New columns added for State and Federal FAST
- 3) New columns added for State ECMH and Federal CTF
- 4) New column added for Unit Count
- 5) New column added for "Misc Notes"
- 6) New row added for Board Supported Medication expenditures
- 7) New row added for unexpended funds
- 8) New rows added for non-MH services

This file is "protected" and we would ask that you make no changes to the formulas or layout of the file. This will help ensure the accuracy of the data.

In addition to the spreadsheet, also enclosed are two attachments; Attachment A) "Instructions for the Completion of the FIS-040 Form," and Attachment B) "Fiscal Year 2007 Fund Definitions." These reference materials explain various categories of reporting and definitions of funds.

REQUIRED ACTION:

This spreadsheet must be accurately completed by Boards

DATES FOR REQUIRED ACTION:

January 31, 2008

NAME, TELEPHONE NO., AND EMAIL OF CONTACT PERSON(S):

Email: brdreports@mh.state.oh.us

If you have any questions, please contact Holly Jones at (614) 644-8559.

pc: Don Anderson, Deputy Director for Administrative Services
Leslie Brower, Deputy Director for Program and Policy Development
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Cheri Walter, Ohio Association of County Behavioral Health Authorities
Hugh Wirtz, Ohio Council of Behavioral Healthcare Providers

Attachment A

Instructions for the Completion of the DMH-FIS-040 Form

I. Purpose of Form

The purpose of the form entitled "Report of Receipts, Expenditures, and Service Units, (Community Boards)" is to provide a format in which to report expenditures for each funding source by contracted service type or board administrative activity. The form also provides a column for the actual units for each service. Therefore, the essence of the form is to summarize the Fiscal Year's total actual financial activity and the services units toward which the funds are directed.

II. Expense Definitions

- A. "Board Administration" - This refers to the costs expended by the Board to achieve activities that are mandated or authorized under Section 340.03 of the Ohio Revised Code and are beneficial to the Community Mental Health System as a whole. Such activities include but are not limited to the following: - community mental health service planning,
- quality assurance activities,
 - monitoring contract agencies to assure contract compliance,
 - board budgeting and reporting functions,
 - EEO activities,
 - consumer relation activities, and
 - general public information activities.
- B. "Board Services to Agencies" - This refers to costs expended by the Board that are directly beneficial and allocable to a specific contract agency. These activities must be essential to the efficient and effective operation of the contract agency and the contract agency would have to fund these activities in the absence of the Board funding. Examples of this type of expenditure would be the cost of conducting centralized functions for contract service providers such as centralized billing functions, expenditures for independent compliance audits, and agency accounting functions. These costs must be allocated to specific agencies and may be included in the agency's UCR or DMH-FIS-047 budget. In order to avoid the reporting of these expenditures twice, any expenditures that are included in an agency's 047 budget or UCR should be excluded from the "Board Services to Agencies" section of the DMH-FIS-040.
- C. "Expenses" - This refers to the service unit costs incurred during the fiscal year for which this budget or report applies. Costs for Capital Expenditures are not considered part of your operating budget and are accounted for separately.

III. Service Definitions

- A. Residential Care, (i.e.. Residential Treatment/ Support) and Inpatient are measured on a 24-hour day basis.
- B. Partial Hospitalization Service is measured on a program day basis, which must be at least 3 hours per day.
- C. Behavioral Health Hotline and Information and Referral Services are measured in units of one hour of telephone or face to face contact with a consumer.
- D. The unit for Community Psychiatric Supportive Treatment (CSP) is defined as 15 minutes of face to face or telephone contact between a case manager and the client, or an essential other on behalf of a client.
- E. BH Counseling and Therapy Service is measured in terms of 15 minutes of face to face time with the client and if the client is a child or adolescent the face to face time may also be spent with family members and/or parents, guardian, or significant others when the intended outcome is improved functioning of the child or adolescent and when such interventions are part of the Individual Service Plan.

IV. Instructions

- (1) Insert the name of the Alcohol, Drug Addiction and Mental Health Services Board or Community Mental Health Board.
- (2) Enter the six digit Board identification number that has been assigned by the Department of Mental Health's Office of Information Services.
- (3) Board Administration - List the total actual expenses for Board Administration and the source of funds that have been used to pay those expenses. Total expenses are to be shown in the column entitled "Total Expenditures".
- (4) Non-MH Funds - The row entitled "Non-MH Funds" refers primarily to funds received from the Department of Alcohol and Drug Addiction Services. All of these funds must be entered in the row entitled "Non-Mental Health Services".
- (5) Total Revenue - This row is to be used to document the total amount of revenue that was received for the various funding sources.
- (6) Type of Accounting - The Board should indicate the method of accounting that was used in the completion of this report. It is strongly recommended that the Boards utilize an accrual basis of accounting for reporting purposes.

Attachment B

FY 07 FIS-040 Fund Definitions

GRF

332-401 – Forensic Services – Total Allocation - \$4,338,858

- Community Forensic Psychiatry Centers - \$2,815,952
- Community Forensic Risk Management and System Development - \$948,595
- Criminal Justice Diversion/Treatment Programs - \$574,311

Funds are used to support 11 regional community forensic psychiatric centers, which provide outpatient sanity and competency and other evaluation services for Courts of Common Pleas, Criminal Division. These funds may also be used to provide forensic training to community mental health boards, agencies and to forensic psychiatry residency programs in hospitals operated by the Department, and to provide second opinion evaluations of patients in a forensic status in facilities operated by the Department prior to non-secure movement or conditional release to the community.

335-404 – Behavioral Health Services-Children– ABC Total Allocation \$6,865,265

- 404 Base - \$4,500,000
- 404 Blueprint Continuation - \$1,000,000
- ABC Evaluation and Other Support - \$365,265
- Behavioral Health/Juvenile Justice Continuation - \$1,000,000

Funds in this line item are used to improve community behavioral health treatment for children and develop a parent advocacy network. Funds are distributed to boards based on a formula and an approved transformation plan endorsed by the local Family & Children First Council.

334-408 – State & Community MH Services – Total Allocation \$400,324,545

- Community Subsidy “Flex” - \$202,527,160
- Behavioral Healthcare Organizations (hospitals) - \$90,747,385
- Forensic - \$107,000,000
- Out of State - \$50,000

Funds are used to support both the community “flex” spending and the IBHS civil and forensic inpatient beds.

335-505 - Local Mental Health Systems of Care – Total Appropriation \$99,687,868

- “Base” is \$82,007,277 (Per capita formula \$34,818,917) (Historical \$47,188,360)
- “Special” - \$17,680,591 (Family & Systems Team (FAST) - \$1,705,500)

Funds are used for community mental health programs and initiatives such as housing, education, advocacy, and special issues. Funding allocations vary between programs. Program names and amounts can be found in the SFY 07 Community Allocation Guidelines. For FY 07, \$10 million in "Safety net" funds were included in this line item and should be reflected on the FIS-040 for any Board that received Safety Net funds in FY 07.

Federal

3A6 335-608 – Federal Misc

- ECMH CTF – Total award \$1,500,000

3A7 335-612 – Social Services Block Grant

- Title XX - \$8,657,288

3A8 333-613 – Federal Grant Admin

- TSIG - \$624,900

3A8 335-613 Fed Grant, Cmnty MH Brd Subsidy

- PATH - \$1,762,000

3A9 335-614 – Mental Health Block Grant

- Block Grant - \$14,969,400

5AU 335-615 – Behavioral Healthcare - \$3,410,666

- Family & Systems Team (FAST) - \$2,449,518 – Fed IVB Part 2
- PPP - \$30,000
- Incredible Years - \$112,500
- 5AU Miscellaneous - \$818,648

