



Ohio Department of Mental Health

30 East Broad Street
Columbus, Ohio 43215-3430

DATE: 9/28/09 NUMBER: C-09-10-01 ORIGINATOR & TITLE: Michele Sherman, Supervisor, Grants Management

OFFICE:
Office of Fiscal Administration and Support

APPROVED BY 
Donald C. Anderson, Deputy Director: Administrative Services

DISTRIBUTION:

BHO's Boards Provider Agencies Shareholder Organizations

SUBJECT:

Allocations Certification Critical Information Licensure
 MACSIS Medicaid MSPA Policy
 Procedure Other (specify):
Title XX Reporting Requirements

TITLE OF CORRESPONDENCE:

SFY 2009 Title XX Report Submission

CONTENT:

This memo contains information regarding the SFY 2009 Social Services Block Grant (Title XX) Annual Report. An Excel spreadsheet of the reporting form with formulas for calculated totals and error checks and instructions for completion of the form are attached. Since this Report is subject to audit, the Boards and Provider Agencies should be sure to develop a sufficient audit trail which tracks the expenditures and recipients contained in this Report back to the unit level at each Provider Agency. The reporting form may be completed by each Provider Agency and aggregated by the Board, or completed by the Board using other information submitted by the Agencies. There is no standard reporting format that must be used by the Provider Agencies; the manner in which this information is collected is left to the discretion of the Boards. Once submitted, all individual board reports will be compiled into one document representing all totals for the Ohio Department of Mental Health and will subsequently be forwarded to Ohio's General Assembly and the Federal Government.

Please submit the completed form to the following address on or before October 21, 2009.

Beverly Allen
Office of Fiscal Administration and Support
Ohio Department of Mental Health
30 East Broad Street, 11th Floor
Columbus, Ohio 43215-3430

Thank you for your prompt attention to this matter.

pc: Beverly Allen
Donald C. Anderson
Angie Bergefurd
Margaret Burns
Carrol Hernandez
Debbie Nixon-Hughes

Jim Mauro
Dalon Myricks
Jill Stotridge
Cheri Walter
Hugh Wirtz

REQUIRED ACTION:

Submission of FY 2009 Title XX Reports by ADAMH and CMH Boards

DATES FOR REQUIRED ACTION:

10/23/09

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

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