

**INSTRUCTIONS FOR PREPARING THE  
PROGRAM ACTIVITY INVOICE SUMMARY  
PAGE 1 OF 2**

**I. PURPOSE**

This form should be used to report expenditures and revenues generated during the current fiscal year for all Department of Behavioral Health (DBH) authorized program activities.

DBH authorized programs consist of Mental Health and CBH (Administration PAC #0182 and Reinvestment PACs #0184).

**II. GENERAL INSTRUCTIONS**

- A. All DBH authorized program activities must be reported on this form.
- B. Only DBH authorized programs are eligible for DPW and CBH reimbursement.

**III. PREPARING THE FORM**

- A. Heading: Check the BH block. Enter agency name, period covered, and date submitted. Signatures of the Executive Director and Board Chairperson are required to be included on this form.
- B. Program Activity: List all program activities that have been authorized by DBH.
- C. PAC: Enter the eight-digit program activity code for each authorized activity.
- D. Program Name: Enter the program name.
- E. Eligible Expenditures:
  - 1. Personnel: Enter the amount reported for personnel expenditures.
  - 2. Operating: Enter the sum of the amounts reported for operating and equipment/assets.

**INSTRUCTIONS FOR PREPARING THE  
PROGRAM ACTIVITY INVOICE SUMMARY  
PAGE 2 OF 2**

2. (a) Regarding Fee – for – Service programs, total fees computed on a fee basis are entered on this form in the Operating column.

(b) Retained Revenue Allowance (RRA) is to be entered on this form in the Operating column.

3. Administration: Enter the amount for administrative expenditures.

4. Total: Enter the total of Personnel, Operating, and Administration.

5. Revenue: When reporting for program funded activities enter the amount of revenue reported as an offset to eligible expenditures.

(a) When reporting Fee-for-Service programs enter all fee revenue that will be generated within the activity. This includes only revenue that has been reported in the Program Service Fees, Private Insurance, CBH, Other Managed Care, Medical Assistance, and Room and Board line of the Expenditure Summary and Residential Site Schedule.

6. Net Eligible Expenses: Enter the sum of the Total Eligible Expenditures less revenue. This amount represents the Net Eligible Expenses. **Net Eligible Expenses on this form should not be a negative number.**

7. Ineligible Cost: Enter all costs that are ineligible for DPW reimbursement. This does not pertain to CBH funded programs.

**INSTRUCTIONS FOR PREPARING  
THE REVENUE SUMMARY  
PAGE 1 OF 2**

**I. PURPOSE**

The purpose of this form is to summarize all sources of revenue that the agency is required to report as an offset to eligible expenditures.

**II. GENERAL INSTRUCTIONS**

- A. This form should be used to report revenue that will be used in determining the County funding request, receipts from DBH should not be considered as a revenue source when preparing this form. Regarding CBH revenue only Health Choices receipts are to be reported, Reinvestment receipts should not be considered as a revenue source when preparing this form.
- B. Amounts reported in all columns should be restricted to revenue that the agency is required to use as an offset to eligible expenditures.
- C. Regarding reporting for Fee-for-Service programs, all sources of revenue should be disclosed. However, only revenue reported for Program Service Fees, Private Insurance, CBH, Other Managed Care and Medical Assistance and Room and Board should be carried forward to the Revenue column of the Program Activity Invoice Summary (other sources of revenue are disclosed as memo entries and are not included in the total revenue reported on this form).

**III. PREPARING THE FORM**

- A. Heading: Check the BH block. Enter date submitted, agency name, and period covered.
- B. Program Activity: List all "program activities" which have been authorized by DBH.
- C. PAC: Enter the eight-digit code for each authorized activity.
- D. Program Name: Enter the program name.
- E. Program Service Fees: Enter revenue generated from fees for which clients or legally responsible relatives are liable (client liabilities).

**INSTRUCTIONS FOR PREPARING  
THE REVENUE SUMMARY  
PAGE 2 OF 2**

- III. F. Private Insurance: Enter revenue generated from fees covered by insurance benefits. Include Medicare payments under this category.
- G. Medical Assistance: Enter revenue generated from Medical Assistance fees.
- H. Room & Board Charges: Enter revenue generated from payments made by or on behalf of clients for the provision of room and board. Food stamps should be included where applicable.
- I. Behavioral Health Initiative (CBH): Enter all revenue generated through CBH Health Choices
- J. Service or Production Contracts: Enter revenue generated from contracts for the provision of services or products.
- K. Interest: Enter revenue generated through earning interest on bank accounts or other investment instruments.
- L. Other: Enter revenue generated from sources other than those listed above.
- The Other revenue reported on this form should reconcile to the total Other Revenue reported on the Source of Other Revenue schedule.
- M. Other Managed Care Fees: Enter fees received from public and private Managed Care providers.
- The Managed Care Fees reported on this form should reconcile to the total Managed Care Fees reported on the Managed Care Fees schedule.
- N. Agency Contributions: Enter revenue provided by agency contributions, and donations, etc. used to fund ineligible expenses and expenses invoiced in excess of the authorized allocation.
- O. Total: Enter total of revenue to be generated from all the above sources.

**INSTRUCTIONS FOR PREPARING THE  
SOURCE OF OTHER REVENUE  
PAGE 1 OF 1**

**I. PURPOSE**

This form is used to report the specific sources of revenue that are reported under the “Other” column on the Revenue Summary Schedule.

**II. GENERAL INSTRUCTIONS**

Any revenue reported in the “Other” column on the revenue summary must be detailed on this form.

**III. PREPARING THE FORM**

- A. Heading: Check the BH block. Enter date submitted, agency name, and period covered.
- B. Program Activity: Enter the program activities that have been authorized by DBH.
- C. PAC: Enter the eight-digit code for each authorized activity.
- D. Program Name: Enter the program name.
- E. Description of Revenue Sources: Enter the description on the source of revenue and the corresponding amounts.
- F. Total: Add all columns across and down. This total should agree with the total of the “Other” revenue column on the Revenue Summary Schedule.

**INSTRUCTIONS FOR PREPARING THE  
MANAGED CARE FEES SCHEDULE  
PAGE 1 OF 1**

**I. PURPOSE**

This form is used to report the specific sources of revenue that are summarized under the “Managed Care Fees” column on the Revenue Summary.

**II. GENERAL INSTRUCTIONS**

Any fees received from public and private Managed Care providers with whom your agency contracts must be detailed in this form. Examples of revenue that would be reported on this schedule would be revenue generated from HMOs, HealthPass, Mercy Health Plan and any subcontractors.

**III. PREPARING THE FORM**

- A. Heading: Check the BH block. Enter date submitted, agency name, and period covered.
- B. Program Activity: Enter the program activities that have been authorized by the DBH.
- C. PAC: Enter the eight-digit Program Activity Code for each authorized activity.
- D. Program Name: Enter the program name.
- E. Managed Care Providers: Enter the name of the managed care provider(s) and their corresponding fees.
- F. Total: Add all columns across and down. This total should agree with the total of The “Managed Care Fees” column on the Revenue Summary Schedule.

**INSTRUCTIONS FOR PREPARING THE  
EXPENDITURE SUMMARY  
PAGE 1 OF 3**

**I. PURPOSE:**

This form should be used to summarize and report the actual expenditures and revenues by the line item classifications that are required by the account structure of the Pennsylvania Department of Public Welfare.

**II. GENERAL INSTRUCTIONS:**

- A. This form should be completed for each distinct PAC or multiple PACs authorized by the Department of Behavior Health (DBH).
- B. Multiple PACs can be entered on this form. Use as many forms as necessary to report all PACs. The sub-total classifications (Personnel, Operating, Administration, Revenue, and Net Eligible to Be Funded) must correspond to those reported on the Program Activity Invoice Summary. Regarding Fee-for-Service program total fees computed on a fee basis are entered in the Operating column on the Program Activity Summary.

**III. PREPARING THE FORM:**

- A. Heading: Check the BH block. Enter agency name, date submitted, and the period covered.
- B. Program Activity: Enter the program activities that have been authorized by DBH.
- C. PAC: Enter the eight-digit PAC for each authorized activity.
- D. Program Name: Enter the program name.
- E. Classifications:
  - 1. Personnel Services:
    - a. Wages & Salaries: Enter the wage and salary totals. These amounts should reconcile to the total Wages and Salaries reported on the Personnel Invoice Schedule.

**INSTRUCTIONS FOR PREPARING THE  
EXPENDITURE SUMMARY  
PAGE 2 OF 3**

- b. Employee Benefits: Enter amounts for employee benefit expenses.
  - c. Purchased Personnel: Enter the amounts for Purchased Personnel (include temporary help and professional practitioners and consultants who are not agency employees).
  - d. Purchased Treatment: Enter the costs incurred from the delivery of treatment or care provided to clients, by physicians, other practitioners, or institutional and other facility services. These costs are associated individuals, who are not agency employees.
  - e. Other Personnel Expense: Enter amounts for other personnel expenses such as professional fees purchased payroll processing, etc. for the program activity.
  - f. Staff Development: Enter amounts for staff development.
  - g. Sub-Total Personnel: Enter the sub-total for personnel expenses.
2. Operating Expenses/Equipment and Assets: Enter amounts for all applicable classifications within these categories.

Note: When reporting at the program activity level, the total of the eligible Operating Expenses is carried forward to the operating column on the Program Activity Invoice Summary.

3. Total Direct: Enter sub-total for all direct expenditures. The amount reported on the total Direct line should equal the sum of the Personnel sub-total and the the Operating sub-total line.
4. Administration: Enter amounts for Administration as reported on the Administration Cost Distribution Schedule.

Note: After completing total eligible costs, the provider should then determine the percentage relationship between the eligible administration and total eligible costs. If administrative expenditures exceed the cap, the amount necessary to reduce administrative expenditures to the cap is deducted from eligible administrative expenditures. When the amount of eligible administration is determined for the program activity, the eligible administrative expense should be reported on the Program Activity Invoice Summary.



**INSTRUCTIONS FOR PREPARING THE  
EXPENDITURE SUMMARY  
PAGE 3 OF 3**

5. Total Eligible Costs: Enter the sum of the total of Direct Cost plus Administration Cost.
6. Revenue: Enter revenue from all sources that the provider is required to report as an offset to eligible expenditures.
7. Net Eligible to Be Funded: Enter the amount of funding requested from the DBH (Total Eligible Costs minus Total Revenue).
8. Retained Revenue: Enter the amount claimed as Retained Revenue Allowance (RRA). Refer to final invoice requirements for the allowability and limitations of the RRA. This amount must be added to the Operating cost reported on the Program Activity Invoice Schedule.
9. Net Eligible Including Retained Revenue: Enter the sum of the Net Eligible plus the Retained Revenue Allowance.
10. Ineligible Expenditure: Report expenses which are ineligible for reimbursement by DBH. Expenses which are not incurred in compliance with DBH Program regulations or otherwise do not conform to reimbursement policy of the DBH are reported in this column. This does not apply to CBH funded programs.

**INSTRUCTIONS FOR PREPARING THE  
RESIDENTIAL SITE SCHEDULE (RSS)**  
**PAGE 1**

**I. PURPOSE:**

This form is used to summarize, and report budgeted, or actual expenditures and revenue generated by site within a residential program activity.

**II. GENERAL INSTRUCTIONS:**

- A. The form is to be completed for each distinct residential PAC authorized by the Department of Behavior Health (DBH).
- B. Sites serving individuals funded under two or more distinct PACs must be reported under each PAC. Total site expenditures and revenue reported within each PAC must be apportioned consistent with the individuals who are to be funded within the respective PAC. Appropriate classification and allocation are critical due to the categorical nature of DBH funding.

- C. The Personnel section has been reclassified as Supportive Services to report treatment services provided to individuals. The following line item expenditures must be reported as Personnel expenses on the Summary of Program Activities (budgeting) and Program Activity Invoice Summary (invoicing):

Wages and Salaries, Employee Benefits, Purchased Personnel, Purchased Treatment, Other Personnel, Staff Development, Service Liability Insurance, and Staff Travel

- D. The Operating and Equipment/Assets sections have been reclassified as Housing Services to report non-treatment services provided to individuals. The following line item expenditures must be reported as Operating expenses on the Summary Program Activities (budgeting) and Program Activity Invoice Summary (invoicing):

Rent, Mortgage, Continuing Participation Allowance, Utilities, Building Insurance, Housekeeping, Communications, Office Supplies, Drugs and Medical Supplies, Habilitation Supplies, Food, Clothing, Client Transportation, Miscellaneous Expense, Building Repairs and Maintenance, Building Renovations, Furniture and Equipment, Furniture and Equipment Repairs, and Residence Adaptations.

(Note: The Equipment/Asset section has been eliminated and is merged into the Housing Section).

**INSTRUCTIONS FOR PREPARING THE  
RESIDENTIAL SITE SCHEDULE (RSS)**

**PAGE 2**

- E. Use as many Residential Site Schedules as necessary to report all sites within an authorized PAC. The last column on the RSS should be used to report the total expenses and revenues for the PAC.

**III. PREPARING THE FORM:**

- A. Heading: Check the BH block and the appropriate “budget” or “invoice” block . Enter agency name, date submitted, program activity, PAC name, PAC # and slot capacity.
- B. Site Address: Enter the appropriate site information (street name and address, apartment number, floor, etc.)
- C. Slot Capacity: Enter the number of slots that are charged to each specific site budgeted in the PAC. Please include any vacant slots.

Do not include the actual number of individuals served in each individual site.

D. Line Item Expenditure/Revenue Classifications:

1. Wages and Salaries: Enter the agency employee wage and salary expense. This expense must be consistent with the number of hours to be assigned to the specific site.  
Expenses associated with the purchase of personnel services from outside contractors are not to be reported in the Wages and Salaries.
  
2. Employee Benefits: Enter the amount of employee benefits consistent with wage and salary expense charged to the site.  
Expenses associated with the purchase of personnel services from outside contractors are not to be reported in the Employee Benefits.
  
3. Purchased Personnel: Enter only those expenses associated with the provision of direct services, such as nursing or temporary relief services, or service-oriented consultative services that were purchased from outside contractors.

**INSTRUCTIONS FOR PREPARING THE  
RESIDENTIAL SITE SCHEDULE (RSS)**

**PAGE 3**

4. Purchased Treatment: Enter expenses associated with the delivery of treatment or care provided to individuals by physicians, other practitioners, or institutional and other facility services, provided by outside contractors.
5. Other Personnel Expenses: Enter expenses associated with professional fees and other miscellaneous personnel expenses.
6. Staff Development: Enter expenses related to on-the-job or off-the-job training for employees.
7. Service Liability Insurance: Enter expenses associated with employee liability insurance coverage.
8. Staff Travel: Enter expenses associated with employee travel allowances including meals, lodging, and other related expenses.
9. Rent: Enter the amount of lease or rental payments for all sites that are rented by the agency for each individual site.  
Do not include costs associated with administrative offices.
10. Mortgage: Enter the amount of mortgage payments for each respective site.  
Do not include expenses associated with administrative offices.
11. Continuing Participation Allowance: Enter the expenses associated with debt-free real estate for each respective site.
12. Utilities: Enter the expenses associated with of heating fuel, water, gas, or electricity for each respective site.
13. Building Insurance: Enter the expenses associated with fire, theft, liability coverage associated with the respective site.
14. Housekeeping: Enter the expenses associated with general housekeeping.
15. Communications: Enter the expenses associated with telephones, postage, printing, faxes, and beepers/pagers.
16. Office Supplies: Enter the expenses associated with all supplies and minor equipment which are consumed or used in the day-to-day operations of an office, and the normal maintenance of office equipment.

**INSTRUCTIONS FOR PREPARING THE  
RESIDENTIAL SITE SCHEDULE (RSS)**  
**PAGE 4**

17. Drugs/Medical Supplies: Enter the expenses associated with of all medical supplies, and drugs, which are used in the treatment of clients, and the normal maintenance of medical equipment.
18. Habilitation Supplies: Enter the expenses associated with supplies and equipment which do not meet fixed assets requirements and are purchased for activities related to habilitation or recreational purposes.
19. Food: Enter the expenses associated with providing meals to individuals.
20. Clothing: Enter the expenses associated with providing clothing to individuals.
21. Client Transportation: Enter the expenses associated with providing transportation to individuals.
22. Miscellaneous Expenses: Enter the expenses associated with the purchase of goods and services that do not apply to any other line item classification on the RSS.
23. Building Repairs/Maintenance: Enter the expenses associated with building repairs and general maintenance services performed by employees or contracted services.
24. Building Renovations: Enter the expenses associated with the costs of major renovations, defined as renovations whose costs exceed \$10,000. Minor renovations of \$10,000 or less are reported within the Building Repair/Maintenance expenditure classification. Renovations or modifications that meet the criteria specified under Residential Adaptation should not be reported under this category.
25. Furnishings and Equipment: Enter the expenses associated with furnishings and other equipment used in the site with a purchase price of \$500 or more. Items of less than \$500 are reported under Minor Equipment.
26. Minor Household Equipment: Enter the expenses associated with minor purchases of household items.

**INSTRUCTIONS FOR PREPARING THE  
RESIDENTIAL SITE SCHEDULE (RSS)**

**PAGE 5**

27. Furniture and Equipment Repairs: Enter the expenses associated with costs of repair of all types of furnishings and equipment used in the site.
28. Residence Adaptation: Enter the expense associated with building renovations or modifications necessitated by the special needs of handicapped individuals. Adaptations required for general licensure are not included under this category. Below is a detailed listing of the eligible expenses to be reported under Residence Adaptations:
- a. Ramps for street, sidewalk or house
  - b. Handrails and grab-bars
  - c. That part of smoke/fire alarm system adapted from hearing impaired individuals
  - d. Outside railings from street to home
  - e. Kitchen sink, counter, and cabinet modifications for wheelchairs
  - f. Tub and toilet handrails and stall adaptations
  - g. Widened doorways
  - h. Fixture adaptations for sink, shower, and stove
  - I. Non-skid mats, stair strips, and runners
  - j. Wall protection strips and hall runners for wheelchairs
  - k. Wardrobe desk, shelving, and drawer modifications in beneficiary's bedroom
  - l. Climate and environmental control modifications prescribed by a physician.
  - m. Minor physical adaptations (vehicular modifications) are permitted for family vehicles that are used on a regular basis for transporting an individual to community services and community activities indicated in the individual program plan. Federal and state financial participation is available for the following vehicular modifications:
    - \* Vehicular lifts
    - \* Interior alterations, such as seats, head and feet rests, & seat belts
    - \* Custom devices necessary for the individual to be transported safely into the community, including driver control devices for individuals who drive.
- E. Total Supportive and Housing Services: Enter the total line item expenses for each respective site.
- F. Administration: Enter the amount of administration allocated to each respective site in the authorized PAC.

**INSTRUCTIONS FOR PREPARING THE  
RESIDENTIAL SITE SCHEDULE (RSS)**

**PAGE 6**

G. Total Expenses: Enter the total expenses for each respective site.

H. Revenue:

1. Program Service Fees: Enter revenue (individual liability charges) received from individuals or legally responsible relatives.
2. CBH Revenue: Enter the amount of Health Choices revenue received in each respective site.
3. Room and Board: Enter the revenue collected providing room and board to individuals.
4. HUD Revenue: Enter the revenue collected from the Department of Housing and Urban Development for individuals living in HUD funded sites.
5. McKinney Grant: Enter the revenue collected for providing services to homeless individuals.
6. Interest: Enter interest revenue earned on DBH cash advances or other interest associated with DBH funded services.
7. Other Revenue: Enter the revenues collected from other sources of Revenue (excluding agency contribution) that do not pertain to the revenue classifications shown on the RSS.
8. Agency Contributions: Enter the amount of funds applied by the agency to -offset expenses that exceed the authorized allocations or to fund ineligible expenses .
9. Total Revenue: Enter the total revenue from the revenue sources reported on the RSS.

I. Net Eligible Expenses To Be Funded: Enter the net expenses to be funded by subtracting Total Revenue from Total Expense for each respective site.

**Note:** The last column should report the total of all sites and the total reported must equal the total reported for the PAC on the Summary of Program Activities (budgeting), and Program Activity Invoice Summary (invoicing).

**INSTRUCTIONS FOR PREPARING THE  
PERSONNEL INVOICE SCHEDULE  
PAGE 1 OF 1**

**I. PURPOSE**

This form provides a breakdown of salary and wage expenses in the program activities. The date of any new hire or termination should be listed.

**II. GENERAL INSTRUCTIONS**

- A. The form must be completed for each program activity that had Wages and Salaries expenses paid to agency employees during the course of the Fiscal Year.

**III. PREPARING THE FORM**

- A. Heading - Check the BH block. Enter provider name, period covered, date submitted, PAC, and PAC name.
- B. Name. Enter employee name by first name and surname.
- C. Position Title -Enter working title of position.
- D. Hours Worked - Enter the number of hours per week for the position.
- E. Salary - Enter the cumulative year to date salary expense for each position in that particular PAC.
- F. Termination Date – Enter the termination date.
- G. Date of New Hire - Enter the date hired.



**INSTRUCTIONS FOR COMPLETING THE  
ICM / RC / FB CLIENT EMERGENCY COSTS FORM  
PAGE 1 OF 1**

**I. PURPOSE**

This form is used to capture the expenditures for the client contingency funds associated with Intensive Case Management (ICM), Resource Coordination (RC), or Family Based Services (FB).

**II. GENERAL INSTRUCTIONS**

All costs invoiced should be reported under Family Support Services, PACs 0101-1591 (CHILD), and 0100-1591 (ADULT) for the respective services, ICM, RC and FB. The clients' name and type of expenditure must be identified. Documentation and justification must be maintained by the agency.

**III. PREPARING THE FORM**

- A. Heading: Enter the agency name, period covered, PAC code, and date submitted.
- B. Client: Enter the client name for each program .
- C. Date: Enter the date the expenditure was incurred.
- D. Expenditure: Enter the expenditure amount.
- E. Type: Enter type of expenditure using the following numerical codes:
  - 1. Emergency Housing;
  - 2. Emergency Clothing;
  - 3. Emergency Food;
  - 4. Other.
- F. Total: Enter the net eligible expenditures in this column. These amounts must reconcile to the Program Activity Invoice Summary and Expenditure Summary.

**INSTRUCTIONS FOR PREPARING THE  
ADMINISTRATIVE COST DISTRIBUTION SCHEDULE  
PAGE 1 OF 2**

**I. PURPOSE:**

The purpose of this form is to document the allocation of the actual administrative costs among the DBH authorized program activities.

**II. GENERAL INSTRUCTIONS:**

1. Agencies are not required to submit copies of the line –item administrative Expenditure Summary or work papers which reflect the computations used in effecting the administrative cost distribution; however, these documents must be maintained by so that they will be available for review by staff of the DBH, and Federal, State, or other local authorities.
2. This form should be completed for each DBH authorized PAC.

**III. PREPARING THE FORM:**

- A. Heading: Check the BH block. Enter agency name, period covered and date submitted.
- B. Program Activity: Enter the program activities that have been authorized by DBH.
- C. PAC: Enter the eight digits program activity code for each authorized activity.
- D. Program Name: Enter the program name.
- E. Sub-Total Program-Funded Services: Enter sub-totals of all program activities listed above on the form
- F. Other Program-Funded: This line is used if the agency assigns administration to both BH and IDS program activities. Amounts reported on this line should equal the sub-totals of program funded activities reported for the other service area (BH or IDS) on the comparable administrative cost distribution form. Check appropriate block.
- G. Partial Hospitalization: This line is used to report administrative charges assigned to partial hospitalization programs which are funded on a fee basis.
- H. Other Fee-Funded Services: This line is used to report administrative charges assigned to program activities (other than partial hospitalization) that have been authorized for fee-based funding by the DBH (for example, Intensive Case Management, Outpatient).

**INSTRUCTIONS FOR PREPARING THE  
ADMINISTRATIVE COST DISTRIBUTION SCHEDULE  
PAGE 2 OF 2**

- I. Programs Not Funded by DBH/IDS: This line is used to summarize administrative charges assigned to all other services or programs administered by the agency which are not funded by the DBH/IDS.
- J. Total: This line is used to report total administrative costs.
- K. Total Administrative Costs (Column 1): This column is used to report the distribution of total administrative expenses to be incurred by the agency irrespective of their eligibility for DBH/IDS funding.
- L. Eligible Administrative Costs (Column 2): This column is used to report the distribution of net expenditures, which are eligible for DBH/IDS reimbursement in terms of their compliance with applicable DBH/IDS program regulations and policies. However, do not exclude costs in excess of DBH/IDS percentage caps when completing this column.
- M. Ineligible Costs In Excess of Cap (Column 3): This column is used to report the amounts of otherwise eligible administrative costs which will be ineligible for DBH/IDS reimbursement since they exceed the percentage caps imposed by the Office. This column is completed after the administrative costs have been distributed to program activities and determination of their eligibility in terms of caps has been completed.

## **INSTRUCTIONS FOR PREPARING THE OVERALLOCATION NARRATIVE SCHEDULE**

### **I. PURPOSE**

This form should be used to identify invoiced BH and CBH expenditures that are in excess of the authorized DBH allocation.

### **II. GENERAL INSTRUCTIONS**

Only DBH PACs that exceed the authorized allocation should be shown on this form.

### **III. PREPARING THE FORM**

- A. Heading: Check the BH block. Enter agency name, date submitted, and period covered.
- B. Program Activity: Enter the program activities that have been authorized by DBH.
- C. PAC: Enter the eight code for each authorized activity.
- D. Net Eligible Expenditures: Enter Net Eligible Expenditures from the Program Activity Invoice Summary.
- E. Approved Allocation: Enter the approved allocation from contract work statement.
- F. Variance: Enter the variance between Net Eligible Expenditures and the approved allocation.
- G. Explanation of Overallocation: Explain and justify the expenditures that are over allocations. Identify source of funds, which will be used to accommodate these expenditures if they are not reimbursed by DBH. Failure to provide justification may result in the expense not being considered for reimbursement.**

# **INSTRUCTIONS FOR PREPARING THE MENTAL HEALTH COMMUNITY SERVICE ANNUAL REPORTING TOOL**

## **I. PURPOSE**

The purpose of this form is to capture information about the frequency and type of community outreach and coordination activities offered to our communities. It gives assurance that we are building awareness and acceptance in our communities, as well as making available community resources, prevention programs, and educational information to the general public.

## **II. GENERAL INSTRUCTIONS**

This form is to be submitted annually at the end of the Fiscal Year for Community Services (PAC# 0100-0200). It is to include all activities related to community service and outreach for the annual reporting. All sections should be completed before submitting.

## **III. PREPARING THE FORM**

### **A. Demographics**

Enter fiscal year you are reporting

Enter agency name

Enter date the form is being completed

Enter the name of the person, person's phone number and email address that should be contacted if further information is needed.

### **B. Activity Information**

List the specific community outreach and coordination activity in which staff was deployed

Provide the date that activity was performed

Provide the specific location of the activity

Provide the number of staff involved in the facilitation of the activity

### **C. Comments**

Add any comments or information related to the topic in the comment section. Feel free to attach additional sheets if necessary.

**DEPARTMENT OF BEHAVIORAL HEALTH AND INTELLECTUAL  
disABILITY SERVICES  
QUARTERLY REINVESTMENT REPORT**

Purpose

All programs and projects funded with CBH Reinvestment dollars will be required to complete and submit a quarterly report. This report will enhance the ability to track the progress and status of these initiatives in compliance with State and local expectations. Note that the satisfactory completion and timely submission of this information is required to maintain eligibility to draw down Reinvestment funding.