

*Marcus H. Kroloff*  
Authorized Signature

Number: AMH-IM-13-01

Issue Date: 8/7/2013

Topic: Addictions and Mental Health (AMH) Operations and Contracts

Due Date: 7/29/2013

Subject: Removal of Schedule 2 Non-Encounter Report Requirement from County Financial Agreement Effective July 29, 2013

Applies to (check all that apply):

- All DHS employees
- Area Agencies on Aging
- Aging and People with Disabilities
- Children, Adults and Families
- County DD Program Managers
- County Mental Health Directors
- Health Services
- Other (please specify): Community Mental Health Programs (CMHPs)

Action Required: Removal of Schedule 2 Non Encounter Report as a requirement of the County Financial Agreement

Reason for Action: Removal of Schedule 2 Non-Encounter Report from reporting requirements in County Financial Assistance Agreement effective July 29, 2013.

Field/Stakeholder review:  Yes  No

If yes, reviewed by: Note: Workgroup comprised of representatives from CMHPs were involved in the decision-making.

If you have any questions about this action request, contact:

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ADDICTIONS AND MENTAL HEALTH DIVISION

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**ANNOUNCEMENT**

**Date:** August 7, 2013

**To:** County Mental Health Programs (CMHPs)

**From:** Marcus Kroloff, Manager  
Operations and Contracts

**Subject:** **AMH-IM-13-01: Removal of Schedule 2 Non-Encounter Report Requirement in County Financial Assistance Agreement Effective July 29, 2013**

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Dear Providers:

In reviewing the reporting requirements outlined in the County Financial Assistance Agreement, the Addiction and Mental Health Division (AMH) has determined that the Schedule 2 Non-Encounter report will be removed effective July 29<sup>th</sup>, 2013. The report form will be removed from the AMH website and its requirement will be removed from contract at the next available opportunity. Schedule 1 is also being modified to add a column for the reporting of Intoxicated Driver Program Fund expenditures.

The representatives from Community Mental Health Programs (CMHPs) participating on the workgroup advising this review identified information in this report as valuable but the structure was not aligned with their business practices. To promote alignment with other efforts, AMH is encouraging CMHPs to describe community investments using Flex Funding consistent with their BIP's objectives in the required narrative.

Please forward this to staff in your department responsible for reporting completion and submission. Contact me with any additional questions regarding this announcement at [marcus.kroloff@state.or.us](mailto:marcus.kroloff@state.or.us) or 503-945-9717.

Thank you for your support