

  
**Authorized Signature**

**Number:** AR-13-06  
**Issue Date:** 9/19/2013

**Topic:** Addictions and Mental Health: Required  
Flexible Funding Reports

**Due Date:** 8/15/2013

Action Request (AR) 13-06: Non-compliance with Required Flexible Funding  
Reports for MHS 37 Exhibit for 2011-2013, Reporting Period January 1

**Subject:** through June 30, 2013

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                  | <input type="checkbox"/> County DD Program Managers                |
| <input type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> County Mental Health Directors            |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services                           |
| <input type="checkbox"/> Children, Adults and Families      | <input checked="" type="checkbox"/> Other (please specify): CMHP's |

**Action Required:** Send in reports to AMH required in contract under Exhibit  
MHA 37-flexible funding for 2011-2013 that were due August 15, 2013.

**Reason for Action:** Reports due on August 15, 2013 have not been received by  
AMH.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

**Contact(s):** Kelly Knight (Schedule 1 and Narrative Reports)

**Phone:** 503-945-5959

**Fax:** NA

**E-mail:** Kelly.C.Knight@state.or.us

**Contact(s):** Tony Guillen (Jail Diversion Reports)

**Phone:** 503-947-5534

**Fax:** NA

**E-mail:** Anthony Guillen@state.or.us



ADDICTIONS AND MENTAL HEALTH DIVISION

John A. Kitzhaber, MD, Governor

Oregon  
**Health**  
Quality

500 Summer Street NE, E-86

Salem, OR 97301-1118

Voice: 503-945-5763

Fax: 503-378-8467

TTY: 800-375-2863

[www.oregon.gov/OHA/mentalhealth](http://www.oregon.gov/OHA/mentalhealth)

## ANNOUNCEMENT

**Date:** September 19, 2013

**To:** Community Mental Health Program Directors (CMHPs)  
*Karen Wheeler*

**From:** Karen Wheeler, Administrator

**Subject:** **Action Request (AR) 13-06:** Required Flexible Funding Reports for 2011-2013 due August 15, 2013

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Per your contract, under Exhibit MHS 37-Flexible funding, January 1-June 30, 2013 reports were due on August 15, 2013. If you have not submitted the Schedule 1 (Categorical Financial Reporting) with Narrative and Jail Diversion reports, you are out of compliance with your contractual requirements.

### Where to find the required information?

- MHS 37-Flexible Funding/2011-2013, **Section III**; Page 7, Special Reporting Requirements, 2.C Jail Diversion.
- MHS 37-Flexible Funding/2011-2013, **Section V**, Page 12, Financial Reporting.

Templates for Schedule 1 (Categorical Financial reporting) with Narrative and the Jail Diversion report may be found by clicking on the following link:

<http://www.oregon.gov/oha/amh/Pages/reporting-reqs.aspx> or go to

<http://www.oregon.gov/oha/amh/Pages/tools-providers.aspx>

### Where to submit the two reports?

Email the above referenced reports to the following email address:

[AMHcontract.Administrator@dhsosha.state.or.us](mailto:AMHcontract.Administrator@dhsosha.state.or.us)

If you need this letter in an alternate format, please call 503-945-5763 (Voice) or 800-375-2863 (TTY)  
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## **What you should do if you have questions on Required Action?**

Please contact:

- Kelly Knight regarding Schedule 1 and Narrative Report and form at [Kelly.C.KNIGHT@state.or.us](mailto:Kelly.C.KNIGHT@state.or.us)
- Tony Guillen regarding Jail Diversion and form at: [Anthony.GUILLEN@state.or.us](mailto:Anthony.GUILLEN@state.or.us)

BS/pt

Cc: File