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1.0 General Report Overview

The General Fund Contract Settlement Worksheet will be utilized to evaluate contract authorization to payments received by the Community Mental Health Services program (CMHSP), identify the maximum general fund (GF) carry-forward, verification that prior year GF carry-forward has been utilized or has approval from the Michigan Department of Community Health (MDCH) to utilize in a future fiscal year and settles the categorical funding arrangements outlined in the contract.

The General Fund Contract Settlement worksheet will be utilized in tandem with the General Fund Contract Reconciliation and Cash Settlement (CRCS). The CRCS worksheet provides a mechanism to close out the financial components of the Managed Mental Health Supports and Services Contract (contract). The CRCS will be used in evaluating any remaining financial obligations due to the CMHSP or the MDCH. The financial information reflected in the report should represent revenue and expenditures on an accrual basis of accounting through the fiscal year (FY) ending September 30th and recorded as specified in the contract. The CRCS summarizes the resources and expenditures associated to the contract, the disposition of funding (surplus/deficit) and the cash settlement of the contract. Please refer to the instructions for the CRCS for further details.

2.0 Report - Due Dates

The General Fund Contract Settlement worksheet is due

<u>Report Period</u>	<u>Report Type</u>	<u>Due Date</u>
October 1 – September 30	Projection	August 15th
October 1 – September 30	Interim	November 10 th
October 1 – September 30	Final	February 28th

3.0 Report Submission


3.1 Report Submitted via US Mail

This is no longer applicable. Electronic report submission required.

3.2 Report Submission – Electronic

The report should be submitted electronically to the department by the due date identified in 2.0 above at MDCH-MHSA-Contracts-MGMT@michigan.gov.

The report's file name must identify the reporting fiscal year, period covered (submission type), agency name, report title and date of submission. Example: For the FY 10 projection reporting package submitted from network180 for the General Fund Contract Settlement Worksheet report, the file name should read

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FY10 PROJ network180 GFCRCS 07-29-2010 (The General Fund Contract Settlement Worksheet report is part of the General Fund Contract Reconciliation and Cash Settlement file.).

Refer to the Electronic Report Submission Guidelines for report submission specifications.

4.0 Report Specific Navigation or Terminology

The General Fund Contract Settlement worksheet includes cell shading to assist the end user with completion of the form.

Worksheet headers are shaded in light green.

Cells requiring data entry are shaded in yellow.

Cells that are formula driven and should not have data entered are not shaded. Worksheet protection has been enabled.

Precision as displayed functionality has been enabled. As such, Excel will utilize the displayed value instead of the stored value when it recalculates formulas.

The term “Submission Type” on the worksheet refers to the reporting period, i.e., Interim, Final, Projection.

Column headings are specific to each section of the worksheet and may change from section to section. The column headings are shaded to assist in identification.

5.0 Instructions for Completion of the Report

Enter the name of the CMHSP on the line labeled “CMHSP”.

Select the appropriate Fiscal Year (FY) from the drop down menu.

Select the Submission Type from the drop down menu.


Enter the date of report submission on the line labeled “Submission Date”.

5.1 Section 1 – General Fund Services (Formula and Categorical Funding)

In this section the contract authorization is compared to the cash received by the CMHSP to determine any amount due the MDCH or the CMHSP related to contract authorization.

Column: General Fund (Formula and Categorical Funding)

This column has been pre-populated with the three major categories of funding authorized in the contract. The categories are CMH Operations, Categorical, and State Facility.

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Column: Contract Authorization

The amounts entered in this column will represent the contract authorization for each category.

Column: Cash Received – Through 9/30

The amounts entered in this column will represent the cash received by the CMHSP through 9/30 for each category.

Column: Cash Received – After 9/30 Prior to Settlement

The amounts entered in this column will represent the cash received by the CMHSP after 9/30; but prior to settlement for each category.

Column: Cash Received – Total

The column is formula driven. The formula for each of the categories is *plus column Cash Received Through 9/30 plus column Cash Received After 9/30 Prior to Settlement*.

Column: Amount Due CMHSP / (MDCH) Cash Settlement

The column is formula driven. The formula for each of the categories is *plus Contract Authorization less Cash Received Total*.

Section 1.a – CMH Operations

Enter the contract authorization and cash received related to CMH Operations in each of the columns identified above.

Section 1.b – Categorical

Enter the contract authorization and cash received related to categorical in each of the columns identified above.

Section 1.c – State Facility


Enter the contract authorization and cash received related to State Facility in each of the columns identified above.

Section 1.d – Total Current FY GF Authorization / Cash Received / Cash Settlement

This row represents the total of each of the columns identified above. The cells are formula driven. The formula in each of the columns is the *sum of CMH Operations (1.a), Categorical (1.b) and State Services (1.c)*.

5.2 Section 2 – Current Year – General Fund Carry-Forward - Maximum

This section identifies the contract authorizations which are utilized for the calculation of the maximum GF carry-forward and then calculates the maximum GF carry-forward.

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Section 2.a – CMH Operations

The amount in this cell represents the CMH Operations contract authorization. The cell is formula driven. The formula is *plus General Fund CMH Operations (1.a)*.

Section 2.b – State Facility

The amount in this cell represents the State Facility contract authorization. The cell is formula driven. The formula is *plus General Fund State Facility (1.c)*.

Section 2.c – Total Current Year Maximum Carry-Forward

Column: Contract Authorization

The amount in this cell represents the total contract authorization that is used as the base to calculate the GF carry-forward. The cell is formula driven. The formula is *plus Current Year – General Fund Carry-Forward Maximum – CMH Operations (2.a) plus Current Year – General Fund Carry-Forward Maximum – State Facility (2.b)*.

Column: Maximum C/F

The amount in this cell represents the maximum GF carry-forward that can be earned. The cell is formula driven. The formula is *Total Current Year Maximum Carry-Forward – Contract Authorization times 5% rounded to zero decimal places*.

5.3 Section 3 – Prior Year – General Fund Carry-Forward

This section compares the prior year GF carry-forward earned to the amount of prior year GF carry-forward being utilized in the current FY. Earned GF carry-forward funding from the prior year should be utilized as first source in the current FY. However, the MDCH acknowledges that circumstances may exist where the MDCH may grant approval to spend GF carry-forward in a subsequent year.

Section 3.a – Prior Year GF Carry-Forward Earned


Enter the amount of prior year GF carry-forward earned.

Section 3.b – Prior Year GF Carry-Forward (FSR B 123)

Enter the amount of prior year GF carry-forward being utilized to fund current year expenditures. This amount should reconcile to the amount reported on the FSR All Non-Medicaid line B 123.

Section 3.c – Balance of Prior Year General Fund Carry-Forward

This cell represents the difference between the amount of prior year GF carry-forward earned and the amount of prior year GF carry-forward utilized to fund current year expenditures. Earned GF carry-forward should be utilized as first source in the current year. If for any reason the earned GF carry-forward was not utilized and the CMSHP does not have the MDCH approval to retain, the funding must be returned to the MDCH. If the result of this calculation is not zero, a narrative explanation must be entered in the

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space provided. This cell is formula driven. The formula is *Prior Year GF Carry-Forward Earned (3.a) less Prior Year GF Carry-Forward (FSR B 123) (3.b)*.

5.4 Section 4 – Categorical - Categories

This section settles the categorical funding authorized in the GF contract. Categorical funding is provided to the CMHSP by the MDCH for a specific purpose, project, and/or target population. Funding for categorical funding can not be redirected by the CMHSP without prior written approval of the MDCH. Any unspent categorical funding shall lapse back to the MDCH.

Column: Authorizations

The amounts entered in this column will represent the contract authorization for each category of categorical funding.

Column: Expenditures

The amounts entered in this column will represent the expenditures, on an accrued basis of accounting, for each category of categorical funding.

Column: Lapse

The column is formula driven. The formula for each of the categories is an IF/THEN/ELSE statement. In common language, the IF/THEN/ELSE is determining whether or not the categorical expenditures were greater than the categorical authorization or less than the categorical authorization (lapse). If the expenditures are above authorization, then zero, else the amount that has to be returned to the MDCH.

The statement is as follows: *IF categorical expenditures less categorical authorization are less than zero, THEN zero, ELSE categorical expenditures less categorical authorization.*


Column: Cost Above Authorizations

The column is formula driven. The formula for each of the categories is an IF/THEN/ELSE statement. In common language, the IF/THEN/ELSE is determining whether or not the categorical expenditures were less than the categorical authorization or above the categorical authorization. If the expenditures are greater than authorization, the amount of expenditures above the authorization, else zero.

The statement is as follows: *IF categorical expenditures less categorical authorization are greater than zero, THEN categorical expenditures less categorical authorization, ELSE zero.*

Section 4.a – Grant Pickup

Enter the categorical authorization and expenditures related to Grant Pickup in each of the columns identified above.

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Section 4.b – Respite – Children with Serious Emotional Disturbance

Enter the categorical authorization and expenditures related to Respite in each of the columns identified above.

Section 4.c – Multicultural Services

Enter the categorical authorization and expenditures related to Multicultural Services in each of the columns identified above.

Section 4.d – Other Funding – Please explain

This row has been reserved to identify any miscellaneous categorical funding that hasn't been previously identified. Enter the categorical authorization and expenditures related in each of the columns identified above. Enter a narrative description of the purpose in the column labeled Categorical – Categories.

Section 4.e – Other Funding – Please explain

This row has been reserved to identify any miscellaneous categorical funding that hasn't been previously identified. Enter the categorical authorization and expenditures related in each of the columns identified above. Enter a narrative description of the purpose in the column labeled Categorical – Categories.

Section 4.f – Totals

This row represents the total of each of the columns identified above. The cells are formula driven. The formula in each of the columns is the *sum of Grant PickUp (4.a), Respite – Children with Serious Emotional Disturbance (4.b), Multicultural Services (4.c), Other Funding – Please explain (4.d and 4.e)*

5.5 Section 5 – Narrative: Both CRCS and Contract Settlement Worksheet

This section should be utilized to provide comments that would assist in the settlement process. The space can be used for narrative that pertains to both the CRCS and the Contract Settlement Worksheet.