	<b>STATE OF MICHIGAN</b> <b>DEPARTMENT OF COMMUNITY HEALTH</b>  <b>MDCH/CMHSP MANAGED MENTAL HEALTH SUPPORTS AND SERVICES CONTRACT</b>	<b>ATTACHMENT</b>
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## 1.0 General Report Overview

Pursuant to Subsection 7.1 – Local Obligation of Part II, Section 7.0 – Contract Financing of the current MDCH/CMHSP Managed Mental Health Supports and Services Contract (contract), the Community Mental Health Services program (CMHSP) has to provide the local financial obligation for services requiring local match, as stipulated by the Michigan Mental Health Code (MHC). Subsection 7.2 – Revenue Sources for Local Obligation of Part II, Section 7.0 – Contract Financing of the MDCH/CMHSP master contract describes several potential revenue sources for fulfilling the CMHSP’s local obligation.

As set forth in Subsection 7.2.1 – County Appropriations of the MDCH/CMHSP master contract, county appropriations are a primary revenue source for the CMHSP’s local obligation; such county appropriations must meet the requirements of the applicable Chapters of the Michigan MHC.


As described in Subsection 7.2.4 – Special Fund Account of the MDCH/CMHSP master contract, special revenue funds consistent with the requirements of Section 330.1226a (226a) – Board; special fund account of the Michigan MHC are also a revenue source for the CMHSP’s local obligation. Section 226a of Chapter 2 of the Michigan MHC (effective March 28, 1996) reads as follows:

“Section 226a. A community mental health services program board may create a special fund account to receive recipient funds and third-party reimbursements for services rendered. In the case of a community mental health agency, approval of the board of commissioners of each participating county is necessary before creation of the special fund account. Receipts into the fund shall be recorded by source of payment and by type of service rendered, and a report regarding this information shall be submitted on a quarterly basis to the department. Money in the special fund account shall be used only for matching state funds or for the provision of community mental health services.”

When a CMHSP annually participates as a “Section 226a special fund account” CMHSP, the annual general fund appropriation from each county has to fulfill the statutory requirements set forth in Section 330.1311 (311) of Chapter 3 of the Michigan MHC. Said Section 311 reads as follows:

“Section 311. For those county community mental health boards that choose to create a special fund account pursuant to section 226a, the department shall not approve a budget under section 232 unless county funding for community mental health programs is provided at a dollar level at least equal to that made available to the county community mental health board in the fiscal year ending September 30, 1980.”

Said Section 311 of Chapter 3 of the Michigan MHC constitutes a statutory “maintenance of effort” requirement whereby the MDCH shall not approve a contract budget of a participating CMHSP unless each county’s annual funding of the CMHSP is provided at a

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dollar level at least equal to that made available to the CMHSP board in the fiscal year ending September 30, 1980.

The current Section 226a of Chapter 2 of the Michigan MHC is a statutory revision (effective March 28, 1996); Chapter 2 of the Michigan MHC originally was amended by Act 423 of the Public Acts of 1980 to include a “Section 226a” pertaining to a special fund account and its statutory requirements. In effect, the purpose of Section 226a of Chapter 2 of the Michigan MHC has been to establish a revenue source (aside from county appropriations and other revenue sources) for a participating CMHSP to fulfill the local obligation under the MDCH/CMHSP master contract.

## 2.0 Report - Due Dates

The State Special Fund report is due

<u>Report Period</u>	<u>Report Type</u>	<u>Due Date</u>
October 1 – December 31	Three Month (1 <sup>st</sup> quarter)	January 31 <sup>st</sup>
October 1 – March 31	Six Month (2 <sup>nd</sup> quarter)	May 31 <sup>st</sup>
October 1 – July 31	Nine Month (3 <sup>rd</sup> quarter)	July 31 <sup>st</sup>
October 1 – September 30	Interim	November 10 <sup>th</sup>
October 1 – September 30	Final	January 31 <sup>st</sup>

## 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](mailto: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 second quarter FSR reporting package submitted from network180 for the Special Fund Account – Section 226a report, the file name should read as **FY10 Q2 network180 FSRBUNDLE 05-30-2010**. Note: The Special Fund Account – Section 226a report is part of the FSR Bundle file.

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

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#### 4.0 Report Specific Navigation or Terminology

The Special Fund Account worksheet includes cell shading to assist the end user with completion of the form.

Report 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.

Select cells have conditional formatting applied so that if an erroneous entry is made the cell will turn orange.

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., 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, 3<sup>rd</sup> quarter, 4<sup>th</sup> quarter, Interim, Final.

#### 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 Part A – Mental Health Code (MHC) 330.1311 – County Funding Level


Approval for participation in the 226a Special Fund Account is contingent upon county funding for the county CMHSP at a dollar level at least equal to that made available to the county CMHSP by the county board of commissioners in the fiscal year ending September 30, 1980 as well as other participation requirements contained in the MHC. This section represents the maintenance of local funding level that must be met and the current fiscal year county appropriation funding level.

###### Part A.1 – County Funding – 1979/1980

Enter the amount of the county maintenance of effort requirement for participation in the Special Fund Account as established in fiscal year ending September 30, 1980.

###### Part A.2 – County Funding – Current Fiscal Year

Enter the current amount of revenues generated and appropriated by the county board(s) of commissioners during the current fiscal year.

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## 5.2 Part B – Mental Health Code (MHC) 330.1226a – Cash Collections

### Year to Date by Service Category and Source

This section represents the year-to-date collections by the CMHSP from financially liable individuals and insurers in the current fiscal year. Reimbursements collected from the Michigan Medical Assistance Program (Medicaid) and reimbursements paid by individuals or their legal representatives from supplemental security income (SSI) benefits received by individuals for care and resident allowance shall not be collected or recorded as a recipient fee or third-party reimbursement for purposes of Section 226a of the MHC. The current state fiscal year collection from fees and reimbursements are to be reported by type of service and by source of payment and must be reported on a cash basis of accounting.

**Service Category** – This column represents the types of services for the CMHSP recipient fee reimbursements.

**(1) Individuals Relatives** – This column represents the cash collected by the CMHSP for recipient fee reimbursements from individuals and relatives.

**(2) Insurers Including Medicare** – This column represents cash collected by the CMHSP for recipient fee reimbursements from insurers including Medicare.

**(3) Total** – This column represent the total cash collected by the CMHSP for recipient fee reimbursements for each service category. This column is formula driven. The formula is the *sum of Individuals Relatives and Insurers Including Medicare*.

#### Part B.1 – Inpatient Services

Enter the cash collected for recipient reimbursements from Individuals Relatives and Insurers Including Medicare for the inpatient services service category.

#### Part B.2 – Residential Services


Enter the cash collected for recipient reimbursements from Individuals Relatives and Insurers Including Medicare for the residential services service category.

#### Part B.3 – Community Living Services

Enter the cash collected for recipient reimbursements from Individuals Relatives and Insurers Including Medicare for the community living services service category.

#### Part B.4 – Outpatient Services

Enter the cash collected for recipient reimbursements from Individuals Relatives and Insurers Including Medicare for the outpatient services service category.

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**Part B.5 – Total**

This row represents the total cash collected for recipient reimbursements by source. This row is formula driven. The formula is the sum of Inpatient Services, Residential Services, Community Living Services and Outpatient Services.

**5.3 Part C – Mental Health Code (MHC) 330.1226a Cash Collections**

**Quarterly Summary**

This section represents the cash collected for the recipient fees and reimbursements for each quarter.

**Part C.1 – First Quarter**

Enter the total cash collected for the recipient fees and reimbursements that qualify for participation in Section 226a of the Michigan MHC for the first quarter.

**Part C.2 – Second Quarter**

Enter the total cash collected for the recipient fees and reimbursements that qualify for participation in Section 226a of the Michigan MHC for the second quarter.

**Part C.3 – Third Quarter**

Enter the total cash collected for the recipient fees and reimbursements that qualify for participation in Section 226a of the Michigan MHC for the third quarter.

**Part C.4 – Fourth Quarter**

Enter the total cash collected for the recipient fees and reimbursements that qualify for participation in Section 226a of the Michigan MHC for the fourth quarter.

**Part C.5 – Total**

This row represents the total cash collected for the recipient fees and reimbursements that qualify for participation in Section 226a of the Michigan MHC for the state fiscal year. This cell is formula driven. The formula is the *sum of the First Quarter, Second Quarter, Third Quarter and Fourth Quarter*.

**5.4 Certification**

This section of the report certifies the accuracy and completeness of this report. Please sign, date and print name and telephone contact as indicated on the form.