



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Mental Hygiene Administration
Spring Grove Hospital Center – Dix Building
55 Wade Avenue – Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary
Michelle A. Gourdine, M.D., Deputy Secretary, Public Health Services – Brian M. Hepburn, M.D., Executive Director

MEMORANDUM

TO: Community Mental Health Providers

FROM: Brian Hepburn, M.D.
Executive Director
Mental Hygiene Administration

DATE: September 15, 2009

SUBJECT: Required Financial Statements and Salary Information

In February, 2009, MHA sent a memo to all community-based mental health providers requesting submission of required financial statements/audited financial reports and a completed annual wage and benefit survey for fiscal year 2008. This information is used to establish reimbursement rates within the public mental health system. These documents were due to the Mental Hygiene Administration (MHA) no later than March 1, 2009. Unfortunately, not all providers have complied with this request.

As a reminder, the annual submission of financial statements and salary information is required by regulation as well as by statute. In the 2009 legislative session, House Bill 411 and Senate Bill 492 were passed to reinforce this requirement. This law becomes effective October 1, 2009. In addition, the law grants MHA authority to impose a penalty, not to exceed \$500.00 per day, per violation for each day a violation occurs on an approved or licensed provider that fails to comply with the MHA regulatory requirement.

For providers who have not submitted the required information, the MHA is again requesting the submission of financial statements/audited financial reports and wage and benefit surveys for fiscal year 2008. The deadline for submission is **October 30, 2009**. Failure to submit the required information may result in a penalty of up to \$500.00 per day per violation. The financial statements/audited financial reports and wage and benefit surveys for fiscal year 2009 will be due **March 1, 2010**.

If your agency does not have an audited financial report, a financial statement that includes revenues and expenses can be provided in lieu of an audited report. The wage and benefit survey form and instructions may be downloaded from ValueOptions, www.maryland.valueoptions.com, or the MHA's, www.dhmd.state.md.us/mha/ websites. The survey form should be completed by all programs. Use the correct form for each type of program; outpatient mental health centers (OMHC) and psychiatric rehabilitation programs (PRP). For Supported Employment Programs use the PRP form. For all other programs use the OMHC form. The financial statement or report and the wage and benefit survey may be submitted electronically or by mail.

Please send the information to the attention of Ms. Lisa Bosley Mental Hygiene Administration, Dix Building, 55 Wade Avenue, Catonsville, MD 2122 or send electronically to adultservices@dhmd.state.md.us, with copies to the respective Core Service Agency.

Should you have any questions, please contact Stacey Diehl or Lisa Bosley 410-402-8300. Thank you in advance for your immediate attention to this matter.

cc: CSA Directors
Lissa Abrams – MHA
MHA Management Committee
Graham Atkinson
Bill Dorrill, OHCQ
Herb Cromwell – CBH
Mary Mastrandrea – ValueOptions
Lisa Bosley