



STATE OF MARYLAND

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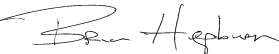
Maryland Department of Health and Mental Hygiene

Behavioral Health Administration • Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

Gayle Jordan-Randolph, M.D., Deputy Secretary - Brian M. Hepburn, M.D., Executive Director

MEMORANDUM

TO: Community Mental Health Programs regulated under COMAR 10.21.17
FROM: Brian Hepburn, M.D., Executive Director, BHA 
RE: FY 2014 Salary Survey, Cost Report and Financial Audit Submission
DATE: March 30, 2015

The annual submission of financial statements, salary information, and cost reports for Outpatient Mental Health Clinics (OMHC) and Psychiatric Rehabilitation Programs (PRP) is required by regulation as well as by statute (see *Health General Article, §10-901.1, COMAR 10.21.17.06A(2)*). The BHA has legal authority to impose a penalty, not to exceed \$500 per day, per violation for each day a violation occurs on an approved or licensed provider that fails to comply with the BHA regulatory requirement.

Md. Code Ann. Health-Gen. Article §10-901(1)

Financial statements and salary information

(a) Submission of financial statements and salary information. -- A community mental health services program shall submit annually financial statements and salary information in accordance with the Department's regulations.

(b) Penalty. -- The Administration may impose a penalty not exceeding \$ 500 per day per violation for each day a violation occurs on a licensee that fails to comply with subsection (a) of this section.”

COMAR Title 10 – Department of Health and Mental Hygiene

Subtitle 21 Mental Hygiene Regulations

Chapter 17 Community Mental Health Programs—Definitions and Administrative Requirements

10.21.17.06 Collaboration with Core Service Agency (CSA).

The program director shall:

A. Submit annually to the CSA, or, when providing services in multiple jurisdictions, the lead CSA, an annual summary that, at a minimum, includes:

- (1) Relevant financial statements or documentation and results of a financial audit;
- (2) Wage and benefit information for each job classification, including, but not limited to:
 - (a) Administrative staff;
 - (b) Supervisory staff;

- (c) Clinical staff; and
- (d) Direct care staff;
- (3) Other information deemed necessary by the Department;

Your **FY 2014** audited financial statement, salary survey, and cost report information are due to the Behavioral Health Administration no later than **May 29, 2015**. Surveys and cost reports must be submitted in the posted Excel forms and financial statements should be in electronic form (such as pdf). **Hard copies and faxes will not be accepted.** Survey forms and cost reports as well as instructions may be downloaded from: Value Options, www.maryland.valueoptions.com or BHA, <http://bha.dhmf.maryland.gov> websites and saved to your computer. **Please be sure to read all instructions prior to filling out the forms as incomplete or incorrect forms will be rejected.** Once you have entered the data into the Excel spreadsheets, please save a copy for your records and send the completed forms, along with your financial statement, via email to dhmf.adultservices@maryland.gov. Receipt of your information will be confirmed in writing via e-mail within five business days.

If you have any questions after reading the instructions, please contact Jenny Howes at 410.402.8319 or the e-mail address above. Thank you for your attention to this matter.

cc: Daryl Plevy
Marion Katserles
Jenny Howes
Zereana Jess-Huff, ValueOptions
Maryland Association of Core Services Agencies