



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT REDUCTION OF COUNTY GENERAL FUNDS (CGF)	POLICY NO. 1003.03	EFFECTIVE DATE 12/01/1995	PAGE 1 of 2
APPROVED BY: Original signed by: ARETA CROWELL Director	SUPERSEDES 110.14 12/01/1995	ORIGINAL ISSUE DATE 12/01/1995	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.2 To provide guidelines on the two-step Department of Mental Health (DMH) review process should the DMH Director decide to reduce any County General Funds (CGF) under the Agreement.

POLICY

- 2.1 Reduction of CGF: If DMH Director decides to reduce any CGF under the Agreement as shown in the Financial Exhibit(s) of such Agreement, then DMH Director will provide prior written notice to Contractor. Within ten days after the date of receipt of DMH Director’s notice, Contractor may submit to DMH Director a written request for an opportunity for a two-step DMH review of DMH Director’s decision.
- 2.2 If DMH Director does not receive Contractor’s written request for the two-step DMH review within ten days after the date of receipt of DMH Director’s notice or if DMH Director, in his/her sole judgment, determines that Contractor has failed to appear or otherwise timely respond for purposes of either the first-level review or the second-level review, then Contractor shall be deemed to have waived its request for the two-step DMH review.

PROCEDURE

- 2.3 County’s obligation under the policy stated above shall be fully satisfied by offering Contractor an opportunity to complete the two-step DMH review within thirty days after the date of receipt of DMH Director’s notice. This thirty-day period shall be extended only if Contractor and DMH Director mutually agree and if it does not extend beyond the end of the fiscal year in which the action is requested.
- 2.4 The two-step DMH review shall consist of a first-level review and a second-level review and shall be conducted according to the schedule and procedures



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determined by DMH Director. DMH Director, in his/her sole discretion, may require that Contractor’s two-step DMH review shall be conducted at the same time as, and in conjunction with, the two-step DMH reviews for other contractors.

- 2.5 The first-level review shall be offered with the appropriate DMH Deputy Director, as determined by DMH Director. If a mutually agreeable resolution cannot be reached at the first-level review, then a second-level review shall be offered with either DMH's Director or Chief Deputy Director, as determined by DMH Director. The decision of DMH's Director or Chief Deputy Director shall be final.

AUTHORITY

Department of Mental Health Policy