

June 9, 2005

TO: ALL PROVIDERS

FROM: Donnakay Davis
Chief Information Office Bureau

SUBJECT: **DEADLINE FOR REQUESTING DELETIONS FOR FISCAL YEAR 2005
(13TH MONTH RUN)**

The cutoff date to process approved requests for deletions in MHMIS for FY 2004-05 reporting is July 8, 2005. Requests for deletions received after this date may not be processed by the August 15, 2005 deadline and therefore will not be reflected in the FY 2004-05 (13th Month) Report. Please keep in mind to allow enough time for deletion requests to be approved by the appropriate Deputy Director's designee. FY 2004-05 services entered into the Integrated System may be voided by the provider.

If you have any questions, please call the CIO Bureau Help Desk, at (213) 351-1335. In the event this date changes, the information will be posted on the IS Notice Screen.

c: Robert Greenless
Gurubanda Singh Khalsa
Deputy Directors

13th Month Reporting/Deletions 13th Month 2005