



DEPARTMENT OF HEALTH AND HUMAN SERVICES
**MENTAL HEALTH AND
SUBSTANCE USE SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



July 8, 2015

Dear Marin County Contracted Alcohol, Drug & Tobacco Program Providers:

Grant Nash Colfax, MD
DIRECTOR

Suzanne Tavano, Ph.D.
HHS ASSISTANT DIRECTOR
MHUS

Last week, FY 2015/16 preliminary allocations were distributed. The FY 2015/16 Marin County Division of Mental Health and Substance Use Services (MHSUS) Contractor Manual has been developed to serve as a guide to orient you to the Division's various contract renewal and reporting requirements, and provide you with the instructions and forms necessary to properly complete your reports. Similar to last year, the contents of the Contractor Manual are available online at: <https://www.marinhhs.org/substance-use-services-contractor-resources>.

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It is our hope that you will provide the link and relevant information from the manual to key managers and staff within your organization in order that they can refer to the Contractor Reporting Requirements matrix for the specific due dates, submission format and contact person for each step in the contract and reporting processes.

Please note that your agency's **FY 2015/16 Contract Renewal Materials**, including exhibits and insurance, are due to the Division of Mental Health and Substance Use Services by **August 7, 2015**. It is the expectation that the Exhibits will be correct and final on August 7, 2015, so please ensure that you work with your designated County staff person in advance of the due date to discuss and review exhibits.

As you will recall, the FY 2014/15 Annual Report is due to the Division by **July 31, 2015**.

As preparation for the Drug/Medi-Cal Organized Delivery System Waiver continues, we will continue to convene meetings to thoughtfully and collaboratively plan for this system transformation. We expect to update the Contractor Manual with relevant policies and procedures and will keep you apprised of any changes. Additional information about the Waiver can be accessed at www.MarinHHS.org/DMCWaiver.

We appreciate the hard work, collaboration and passion that you and your staff continue to offer the residents of Marin.

Sincerely,

D.J. Pierce, OTR/L, MPA
County Alcohol & Drug Administrator