



Numbered Advisory Memorandum

Date Issued: November 1, 2011

Number: 11-FY12-1

Subject: Allocations
 Certification
 Licensure
 Medicaid
 Policy and/or Procedure
 Other Critical Information

Originator(s):
Michele Sherman
Grants Management Supervisor
Fiscal Administration and Support

Approval(s):
Donald C. Anderson 
Deputy Director
Administrative Services

To: Alcohol, Drug Addiction and Mental Health
Services Boards

Contact(s):
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Required Action: No Yes, by this date: November 18, 2011

All ODMH policy memoranda are posted on the ODMH Web site at mentalhealth.ohio.gov/partner-resources

Title: Social Services Block Grant (SSBG - Title XX) Annual Report Submission
CFDA # 93.667 Federal Agency: Administration for Children and Families, Department of
Health and Human Services

This memo contains information regarding the Social Services Block Grant (SSBG -Title XX) Annual Board Expenditures Report. **PLEASE NOTE THE CHANGE IN THE DATES OF THE REPORTING PERIOD.** ODJFS has decided to change the Title XX reporting period from state fiscal year to federal fiscal year. Therefore, the boards will be required to submit data for the period October 1 through September 30. Please make any necessary changes to your data collection process to accommodate this reporting period change.

The Excel reporting form and instructions for completion are attached. This report is subject to audit, therefore, the Boards and Provider Agencies should develop a sufficient audit trail which tracks the expenditures and recipients contained in this report back to the unit level at each Provider Agency. The reporting form may be completed by each Provider Agency and aggregated by the Board, or completed by the Board using other information submitted by the Agencies. There is no standard reporting format that must be used by the Provider Agencies; the manner in which this information is collected is left to the discretion of the Boards. Once submitted, all individual board reports will be compiled into one document representing all totals for the Ohio Department of Mental Health. This report will then be forwarded to the Department of Job and Family Services for inclusion in their report on behalf of the state of Ohio to the federal government.

Please submit the completed forms to the following address on or before November 18, 2011.

Michele Sherman
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Ohio Department of Mental Health
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ADM 041

Rev 7/1/2010

Thank you for your prompt attention to this matter.

cc: Donald C. Anderson
Angie Bergefurd
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Dalon Myricks
Jill Stotridge
Cheri Walter, Ohio Association of County Behavioral Health Authorities
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