

## Division of Behavioral Health FY20 Quarterly Reporting Instructions

- ❖ Reports are due 30 days after the end of the Quarter. FY20 due dates are: October 30, 2019; January 30, 2020; April 30, 2020; and July 30, 2020
- ❖ All Quarterly Reports are submitted in GEMS.
  - Quarterly reporting requirements will be considered a Milestone within GEMS. Required quarterly reporting forms are posted to the DBH Website under “Section – Behavioral Health Quality Assurance” – then “Forms”
  - The Cumulative Financial Report (“CFR”) must be uploaded separately each quarter.
  - All other Quarterly Reporting documents must be uploaded into GEMS as a single PDF document.
- ❖ Once organizations have filed their Second Quarter FY20 reports, DBH will review each organization’s Cumulative Fiscal Report(s) and determine whether any unexpended organization funds are appropriate to be returned to the state at that time.

\*\*\* Please keep in mind that only one fiscal related report (LIBR, CFR, or Grant Amendment) may be submitted through GEMS and awaiting approval at any one time. Waiting until the deadline to submit LIBR’s, final or revised CFR’s may prevent you from submitting timely.

### Quarterly Submission Documents

- ❖ Quarterly Report Checklists and Reporting forms specific to each grant are posted on the DBH website and list the required elements for each grant’s report. Please include the appropriate checklist as the first page of each grant’s Quarterly Report submission.
- ❖ For FY20, the CBHTR grant is broken out into three sets of checklists and reports:
  - CBHTR – Outpatient
  - CBHTR – Residential SUD
  - CBHTR – Peer and Consumer Support Services

# **Division of Behavioral Health FY20 Quarterly Reporting Instructions**

**Quarterly Reporting Coversheets and Checklist will indicate any submission requirements related to:**

## **Board Meeting Minutes**

- ❖ Board Meeting Minutes for any meetings that occurred during reporting period are required to be submitted with the quarterly reports.

## **Community Action Plan (“CAP”)**

- ❖ Reporting your participation in the local CAP is required for each community your organization serves.
  - Identify when each meeting was held and who attended.
  - Provide minutes from each CAP Meeting.
    - Organizations in Anchorage, Fairbanks, Juneau, Kenai and Mat-Su may choose one provider that shall submit the CAP meeting minutes on behalf of all community providers. The designated organization will submit the document to their DBH Program Manager for dissemination to applicable DBH staff.