

# Division of Behavioral Health FY21 CBHTR Quarterly Reporting Instructions

## Quarterly Submission Documents

- ❖ Quarterly Report Coversheets/Checklists and Reporting forms specific to each grant are posted on the DBH website and list the required elements for each grant's report. To navigate to the reports from the DBH website, go to the Section – “Behavioral Health Quality Assurance”, and then to “Forms”. Remember to include the appropriate “Coversheet and Checklist” as the first page of each grant's Quarterly Report submission.
- ❖ Please note a change for FY20, the Coversheets and the Reports are listed alphabetically by category of grant with associated Grant Type Number. The CBHTR grant is broken out into three sets of checklists and reports to correspond to the different FY20 RFPs:
  - CBHTR – Outpatient
  - CBHTR – Residential SUD
  - CBHTR – Peer and Consumer Support Services
- ❖ Reports are due 30 days after the end of the Quarter. FY21 due dates are: October 30, 2020; January 30, 2021; April 30, 2021; and July 30, 2021
- ❖ All Quarterly Reports are submitted in GEMS.
  - Quarterly reporting requirements will be considered a Milestone within GEMS.
  - 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.

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

## 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.