

**- MEMORANDUM -**

DATE: May 25, 2022  
TO: Alameda County Behavioral Health Care Services (ACBH) Providers  
FROM: ACBH Contracts Unit  
SUBJECT: **Provider Notification: InSyst Data Input Deadlines for FY 2021-22**

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This notice is to inform you that the **final deadline** for data input or correction in the InSyst system for services provided to clients in Fiscal Year 2021-22 is **Friday, July 22, 2022, at 6:00 PM**. We require that all units of service be accurately entered into the system by this date to be considered for reimbursement for FY 2021-22. No corrections or additional input for this fiscal year (July 1, 2021 through June 30, 2022) can be entered into InSyst after **July 22<sup>nd</sup>**.

ACBH Information Systems (IS) will begin distribution of the annual reports the week of August 15, 2022. If you do not receive reports by the end of that week, please call ACBH IS Help Desk at (510) 567-8181. Due to the timing of the annual reports, supplemental claims can be submitted within 60-days from the end of the contract period.

Please note: It is the responsibility of each provider to retain these annual reports.

Should you have any questions, please call your Fiscal Contract Manager for assistance.

