



2000 Embarcadero Cove, Suite 400
Oakland, California 94606
(510) 567-8100 / TTY (510) 533-5018

ALCOHOL, DRUG and MENTAL HEALTH SERVICES
MARYE L. THOMAS, M.D., DIRECTOR

ANNUAL ASSESSMENT REGARDING HOUSING/LIVING SITUATION AND CO- OCCURRING CONDITIONS FREQUENTLY ASKED QUESTIONS

Q1. Who is required to complete the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions?

A1. All Behavioral Health Care Services (BHCS) contracted providers who were funded for 11/12 and will be funded for 12/13 are required to complete the Annual Assessment.

Q2. How do we complete the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions?

A2. First review the template located here: <http://www.acbhcs.org/providers/network/docs.htm>
To input and submit your responses, use this link:
<https://www.surveymonkey.com/s/AnnualAssessment>

Q3. How many Annual Assessments regarding Housing/Living Situation and Co-Occurring Conditions should my organization complete?

A3. BHCS expects that each organization complete **one** Annual Assessment.

Q4. How do I know if BHCS received my Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions?

A4. If you clicked 'Done' at the end of the Annual Assessment and a 'thank you' page appeared, then BHCS received it. If you are unsure, you may follow up with your BHCS Program Contract Manager.

Q5. Can I change my responses in the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions after I've clicked 'Done'?

A5. No. BHCS encourages you to complete the Annual Assessment in one sitting. Once you have submitted your responses, you may not edit them.

Q6. The web link to the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions is not working. What should I do?

A6. Here are some things you can try:

- Instead of typing in the Assessment address, try clicking 'control' and the link
- Click the 'refresh' button on the internet browser.
- Open the web link in a different browser, for example, if the contractor is using Internet Explorer, try Mozilla Firefox.
- Make sure the internet browser is updated.
- If those things don't work, advise the contractor to check in with their internal information technology (IT) department.

Q7. May I submit a paper version of this Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions?



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A7. No. BHCS prefers electronic submittal of Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions to reduce data entry and errors and ease analysis.

Q8. May I preview the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions so I know which questions I need to answer?

A8. Yes. BHCS strongly encourages organizations to review the questions beforehand to be prepared. A PDF version of the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions is available here: <http://www.acbhcs.org/providers/network/docs.htm>

Q9. When is the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions due?

A9. Your Exhibit A specifies that the Annual Assessment regarding Housing/Living Situation and Co-Occurring Conditions is due by July 10 2012.