

EXHIBIT B-5
MENTAL HEALTH FINAL SETTLEMENT APPEAL PROCEDURES

1. Final Report Settlements are sent to Contractors as soon as County staff are able to complete them.
2. If Contractor disagrees with a Final Report Settlement, Contractor is encouraged to contact ACBHD's Audit and Cost Reporting Unit (510-383-2675) to resolve any disagreements informally.
3. If no informal resolution is possible, an Appeal or Intent to Appeal a Final Report Settlement must be sent to ACBHD within fifteen business days of receipt of the Settlement. Appeals shall be submitted to:

Alameda County Health, Behavioral Health Department

ATTENTION: Audit and Cost Reporting Unit

2000 Embarcadero Cove, Suite 302

Oakland, CA 94606

REFERENCE: Appeal FY XX/XX, Contractor ABC

Within ten business days of receipt of an Intent to Appeal, ACBHD will notify Contractor of the deadline for submitting the appeal along with any supporting documentation.

4. An appeal must be for a unique fiscal year. Contractor should concisely state the reason for the appeal; merely stating '*do not agree*' does not constitute a viable appeal.

Contractor must include supporting documentation. If none available, please state the reason.