



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
MANUEL J. JIMENEZ, JR., MA MFT, DIRECTOR

Network Office
1900 Embarcadero Cove, Suite 205
Oakland, California 94606
(510) 567-8296 / Fax (510) 567-8290

To: Alameda County Behavioral Health Care Services Providers
From: BHCS Network Office
Subject: Provider Notification: InSyst Data Input Deadlines for FY 2013-14
Date: Thursday, May 29, 2014

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 the 2013-14 fiscal year is **Friday, August 1, 2014, 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 the 2013-14 fiscal year. No corrections or additional input for the 2013-14 year can be entered into InSyst after August 1st.

B.H.C.S. Information Systems (IS) will begin distribution of the annual reports the week of August 11, 2014. If you do not receive reports by the end of that week, please call B.H.C.S. IS Help Desk at (510) 567-8181.

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.

