



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

## **FREQUENTLY ASKED QUESTIONS**

### **BHCS ANNUAL ASSESSMENT: FY 13/14 HOUSING/LIVING SITUATION AND CO-OCCURRING INFORMED PRACTICE**

---

**Question 1. I am looking in my BHCS contract. Where is the requirement located that describes the BHCS Annual Assessment?**

The requirement to complete the BHCS Annual Assessment is located in the "Reporting Requirements" section in Exhibit A of your contract. More specific directions are found in Exhibit A-1 (...*operationalize at least one activity under housing/living situation and at least one activity under co-occurring conditions*).

**Question 2. Can I preview the BHCS Annual Assessment so my organization can figure out how to answer the questions?**

Yes, great idea! BHCS strongly encourages organizations to review the questions beforehand so you can plan your answers. A "preview" version of the "*BHCS Annual Assessment: Housing/Living Situation and Co-Occurring Informed Practice*" is available here: <http://www.acbhcs.org/providers/network/docs.htm>

**Question 3. Which organizations are required to complete this BHCS Annual Assessment?**

BHCS contract providers with Master Contracts are required to complete the Annual Assessment, as long as your organization was funded for the year being surveyed and is also funded for the year afterwards.. If you are unsure whether your organization must complete the Annual Assessment, please review your Exhibit A to see if this requirement was included.

**Question 4. How do we get a copy of the BHCS Annual Assessment? And once we have it, how do we fill it out and submit it to BHCS?**

You can get a preview copy of the BHCS Annual Assessment right now. Download and review it with your staff to help you prepare your organization to meet this year's requirement. <http://www.acbhcs.org/providers/network/docs.htm> .

At the beginning of June, your BHCS Network Office Program Contract Manager will send out a 'live' link to the Annual Assessment to your organization.



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

**Question 5. When is the BHCS Annual Assessment due?**

Each Exhibit A-1 states that the “*BHCS Annual Assessment: Housing/Living Situation and Co-Occurring Informed Practice*” is due by July 10<sup>th</sup> after the end of the contract year. (Each contract year ends June 30.)

**Question 6. How many BHCS Annual Assessments should my organization complete?**

Each organization completes **one** Annual Assessment that summarizes the Housing/Living Situation and Co-Occurring practices of all that organization’s BHCS funded programs. If your organization has more than one BHCS funded program, we suggest that you distribute the ‘preview’ file to staff, and use their answers in June/July to complete electronic version of the Annual Assessment. See question 10 for the link to the “preview” file.

**Question 7. How do I know if BHCS received my Annual Assessment?**

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, please follow-up with your BHCS Program Contract Manager.

**Question 8. Can I change my responses in the BHCS Annual Assessment after I’ve clicked ‘Done’?**

No. Once you have submitted your responses, you can not edit them. BHCS encourages you to use the “Preview PDF of the BHCS Annual Assessment” to plan your answers. Then, complete the Annual Assessment in one sitting.

**Question 9. The web link to the BHCS Annual Assessment: Housing/Living Situation and Co-Occurring Informed Practice is not working. What should I do?**

Here are some things to 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.
- Check-in with your organization’s information technology (IT) department.

**Question 10. Can I submit a paper version of the BHCS Annual Assessment?**

No. BHCS requires electronic submittal of Annual Assessment. Contact your BHCS Program Contract Manager if you have questions about how to use the “survey monkey” electronic format.