



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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Information Sheet: Shift of Funds (Staffing & Costs) Requests School Based Behavioral Health (SBBH) Programs

PROCESS FOR REQUESTING SHIFT OF FUNDS BETWEEN SBBH SITES

- Working closely with site Coordination of Services Teams (COST) and appropriate site and district level Behavioral Health Leads, complete attached request form and submit to your assigned Program Contract Manager at the Network Office.

LIMITATIONS

- **Shift of funds requests between RU's will only be granted when there is an actual increase of costs (i.e. staffing) associated with the move that can be reflected in the provider's cost report.** Revenue generation that exceeds the allocation amount based on increased staff productivity does not constitute the need for shifts in funding.
- Provider to develop and maintain a system of accounting for the spend-down of the allocation by school district for the purpose of submitting a quarterly report.
- **Increased capacity to serve additional clients must be demonstrated at site of proposed shift.**
- This process is to be used for school-based behavioral health (SBBH) outpatient programs only and is available anytime during each school year.
- This request can only be made once per site per school year.
- Funds may NOT be shifted between contracted SBBH outpatient programs and Educationally Related Mental Health Services (ERMHS)/Counseling Enriched Special Day Class (CESDC) programs.
- Funds may only be shifted between existing SBBH contracted school sites *within* the same Unified School District OR *within* the same Charter Organization. Providers may not make shifts between sites at charter schools and *any* unified school districts.
- Funds may only be shifted between existing SBBH contracted school sites, not to a new school site.
- Funds may not be shifted due to staff vacancies.
- If referrals have been low at a school site for over two fiscal years, BHCS may opt to "right-size" the contract and return money to the general funding pool (not to be shifted to another of provider's programs)

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