




STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene

Mental Hygiene Administration • Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary
Brian M. Hepburn, M.D., Executive Director

MEMORANDUM

TO: Community Mental Health Programs regulated under COMAR 10.21.17
FROM: Brian Hepburn, M.D., Executive Director, MHA 
RE: Update on Status of FY 2013 Salary Survey and Cost Report Web-Based System
DATE: April 22, 2014

The Mental Hygiene Administration (MHA) has received reports that the Web-Based Salary Survey and Cost Report site referenced in the memorandum dated March 31, 2014 is not operating as anticipated. In order to expedite the submission of Salary Surveys, Cost Reports, and Audited Financial Statements, MHA has decided to revert to the collection of information through Excel-based forms.

Survey forms and instructions are attached to this notice. Please be sure to carefully read the instructions. Forms and instructions may also be downloaded from: Value Options, www.maryland.valueoptions.com, or MHA www.dhmh.maryland.gov/mha websites. Once you have entered the data into the Excel spreadsheet, please save a copy for your records and send the completed files, along with your financial statement, via email to dhmh.adultservices@maryland.gov. Receipt of your information will be confirmed in writing via e-mail within five business days. Submissions of hard copies and faxes will not be accepted.

Please note, submission of the Cost Report is required of all community mental health programs covered under the above regulation/statute *except those regulated by HSCRC, Federally Qualified Health Centers, and county health departments*. The Cost Report, along with the Salary Survey and Audited Financial Statement will be due to the Mental Hygiene Administration by June 2, 2014.

As a reminder, the annual submission of financial statements and salary information is required by regulation as well as by statute (see *Health General Article, §10-901.1, COMAR 10.21.17.06A(2)*). MHA has legal authority to impose a penalty, not to exceed **\$500 per day, per violation** for each day a violation occurs on an approved or licensed provider that fails to comply with the MHA regulatory requirement. For any questions or assistance, please contact Jenny Howes at 410-402-8319 or dhmh.adultservices@maryland.gov. Thank you for your attention to this matter.

cc: Daryl Plevy
Marion Katslerles
Jenny Howes
Zereana Jess-Huff, ValueOptions
Maryland Association of Core Services Agencies