



PBH Communication Bulletin  
FY 1112-NM-11 Federal Block Grant Monitoring Reports

Date: December 12, 2011

To: PBH Network Providers

From: Nicole P. McKinney, PhD, LPC  
Corporate Network Operations Director

RE: Substance Abuse and Community Mental Health Services  
Federal Block Grant Monitoring Reports

To ensure that all PBH providers are aware of reporting requirements for Substance Abuse and Community Mental Health Services Federal Block Grant Monitoring Reports, contract language has been added to Article II, Section 1 of the General Conditions of the Contract. As such, the CONTRACTOR shall comply with Federal and LME requirements regarding Substance Abuse and Community Mental Health Services Federal Block Grant Funds as allocated or contracted for, inclusive of specific reporting requirements for NC TOPPS and MAJORS service providers.

In addition, specific contract language will now be included in contract attachment #3, which denotes specific outcome and reporting requirements for agencies and LIPs. The following outline conveys these additions:

**NC TOPPS:**

NC-TOPPS is to be administered by the provider agency (clinical home) responsible for developing and monitoring the implementation of the consumer's Person Centered Plan for substance abuse and mental health consumers.

For more information regarding compliance with NC TOPPS or general inquiries visit:  
<http://www.ncdhhs.gov/mhddsas/providers/NCTOPPS/index.htm>

Reporting Due Dates: Initial (within 30 days of the first service), 3-Month, 6-Month, 12-Month, and every 6 months thereafter (18, 24, 30, 36 months, etc.), and transfer of Episode Completion

(Discharge) Interview when appropriate, for designated substance abuse and mental health consumers.

**MAJORS:**

Provider agencies identified as MAJORS providers shall comply with all conditions stated in specific MAJORS contract attachments.

Reporting: The contractor shall collect and report CSI-SF data from juvenile Court upon request from LME, State, or State's designated MAJORS monitoring agency. Contractor shall complete additional reports as required by LME, State, and Federal Government and submit within the specified time frames.