

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF BEHAVIORAL HEALTH**



**MHRS and SUD Bulletin**

Bulletin ID: No. 117  
Issued Date July 23, 2018  
Effective Date: Immediately  
Reviewed/Revised  
Termination Date:

**Affirmation of Current Financial Stability Review Process**

Per DBH certification regulations, MHRS providers must have established procedures for conducting their financial affairs. MHRS providers must also have an audit by a certified public accounting (CPA) firm and submit the report to DBH within one hundred-twenty (120) days after the close of the provider's fiscal year. Subproviders and specialty providers with revenues under \$300,000 must submit a financial statement reviewed by an independent CPA firm one hundred twenty (120) days after the end of its fiscal year. See Section 3411.9, 3412.11 and 3412.12

Per DBH certification regulations, SUD treatment providers must have an established procedure for fiscal management. (See Section 6310 et. al) Every three (3) years, each SUD treatment provider with a Human Care Agreement shall have an audit by an independent CPA or CPA firm. A copy of the audit report and management letter shall be submitted to the Department within one-hundred-twenty (120) calendar days after the close of the program's fiscal year.

Upon receipt of the financial audit or financial statement, the Division of Certification forwards the document along with the attached Certification Financial Review Form to the Fiscal Services Division. A staff person in Fiscal Services reviews the documentation and indicates whether he/she recommends certification/re-certification based on financial stability. Fiscal Services enters the applicant provider's Annual Audit/Financial Statement figures into a Financial Analysis Tool and the results generated determines the financial stability of the subject applicant provider. If the applicant provides Financial Statements, in lieu of the Financial Audit, and the information is deemed inadequate, the applicant must provide at least 90 to a 120 days of banking records for review and analysis by Fiscal Services.

If Fiscal Services does not recommend certification/recertification then, he/she provides a reason for denial on the form.

Submitted by Atiya Frame-Shamblee and Irina Beyder-Kamjou  
June 12, 2018