



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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COMMISSIONER

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*SA Contractor Broadcast MSG0166*

September 11, 2012

TO: DSHS-Funded Substance Abuse and Tobacco Sub-Recipient Contractors

FROM: Juanita Salazar, Unit Manager   
Substance Abuse Contract Management Unit

SUBJECT: **Fiscal Year 2012 Contract Closeout Packet**

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### **Due Date for Contract Closeout Packet**

For all subrecipient contracts ending August 31, 2012; the completed closeout packet and all other required reports are due no later than Wednesday, October 31, 2012. For all other subrecipient contracts; the completed closeout packet and all other required reports are due within 60 days from contract end date. All requests for payment must be submitted through the Clinical Management for Behavioral Health Services (CMBHS) system within 60 days from contract end date. Requests for payment after the closeout packet due date may not be paid by DSHS. Additionally, reverse bills on treatment claims must be completed prior to the closeout packet due date. If special circumstances arise that require reverse bills after the closeout packet due date, the Contract Manager must be notified for prior approval and processing instructions.

Documents with appropriate signatures must be completed and submitted to the Substance Abuse email box [Substance.Abuse.Contracts@dshs.state.tx.us](mailto:Substance.Abuse.Contracts@dshs.state.tx.us).

### **Equipment Disposition**

Contractor shall not dispose of property inventory items purchased with DSHS funds without prior written approval. DSHS reserves the right to transfer inventory items purchased with DSHS funds. Contractor shall complete and submit the Contractor's Property Inventory Report (Form GC-11) located at <http://www.dshs.state.tx.us/contracts/forms.shtm> and a written request for disposition instructions to the assigned Contract Manager. Please reference Chapter 14 of the Contractor's Financial Procedures Manual (CFPM) located on the Contract Oversight and Support website at <http://www.dshs.state.tx.us/contracts/cfpm.shtm> for additional information.

### **Records Retention Period**

Per Article VIII Records Retention, Section 8.01, FY12 General Provisions, Contractor shall retain records in accordance with applicable state and federal statutes, rules and regulations.

Contractor shall retain all records pertaining to this Contract that are the subject of litigation or an audit until the litigation has ended or all questions pertaining to the audit are resolved. (<http://www.dshs.state.tx.us/grants/gen-prov.shtm>).

**Instructions/Questions Regarding the Closeout Process**

Additional information is provided in the *FY12 Sub-Recipient Contract Closeout – Instructions*.

If you have any questions, please contact your assigned Contract Fiscal Manager.

**By Provider Name (First letter in Provider's Organization name)**

**Providers #s, A – E**

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**Providers F - R**

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