

**From:** [HHSA, BHSCST](#)  
**To:** [HHSA, BHSCST](#)  
**Bcc:**

**Subject:** BHS Information Sharing Notice | Fiscal Year (FY) 2024-2025 End Letter  
**Date:** Monday, April 28, 2025 4:27:44 PM  
**Attachments:** [FY24-25 FY End Letter.pdf](#)

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[1a. BHS AAR Guidelines.pdf](#)  
[1b. Administrative Adjustment Request \(AAR\) Template.pdf](#)  
[2. BHS Inventory Report Form FY24-25.xlsx](#)  
[2a. BHS Inventory Guidelines for County Contracts.pdf](#)  
[2b. BHS Inventory Form EXAMPLE.xlsx](#)  
[2c. 2024-05-10 - BHS Info Notice - Updates to Contractor Inventory Process.pdf](#)  
[3. BHS Budget Template - Cost Reimbursement FY 24-25.xlsm](#)  
[3a. BHS Subcontractor Consultant Pre-Approval Form.pdf](#)  
[3b. BHS Subcontractor-Consultant Agreement Contractor Checklist.pdf](#)  
[4. BHS GovDelivery Flyer.pdf](#)  
[image003.png](#)

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***The attached letter and documents are being sent on behalf of Adria Cavanaugh, Chief,  
Agency Operations, Behavioral Health Services  
Bcc'd to BHS Contracted Providers***

This notice contains information that may impact staff in your organization who are not on this distribution list. Please share with or forward to pertinent staff accordingly.

If you have any questions or need assistance, please contact your Contracting Officer's

Representative (COR) and/or Contract Analyst.

**Please review the Fiscal Year (FY) 2024-2025 End Letter and the following attachments included in this email:**

1. 2024-03-08 BHS Info Notice-AAR Policy Recommendations and Updates
  - 1a. BHS AAR Guidelines
  - 1b. Administrative Adjustment Request (AAR) Template
2. BHS Inventory Report Form FY 24-25
  - 2a. BHS Inventory Guidelines for County Contracts
  - 2b. BHS Inventory Report Form – EXAMPLE
  - 2c. 2024-05-10 BHS Info Notice - Updates to Contractor Inventory Process
3. BHS Budget Template - Cost Reimbursement FY 24-25
  - 3a. BHS Subcontractor Consultant Pre-Approval Form
  - 3b. BHS Subcontractor Consultant Agreement Contractor Checklist
4. BHS GovDelivery Flyer

*Please note that the BHS Contractor Distribution List is based on authorized signatories listed on the BHS Contracts Signatory Authorization Form (SAF). To update the recipient list for your organization, please coordinate with your respective COR. For any undeliverable emails, the contact will be removed from the BHS Contractor Distribution List.*

Respectfully,

**Contract Support Team (CST)**

Behavioral Health Services

County of San Diego Health & Human Services Agency

[BHSCST.HHSA@sdcounty.ca.gov](mailto:BHSCST.HHSA@sdcounty.ca.gov)

