



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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Kimberly G. Boswell
Commissioner

MEMORANDUM
24-DD-04

TO: ID and LAH Providers

FROM: Kathy Sawyer *Kathy Sawyer*
DDD Associate Commissioner

DATE: January 19, 2024

RE: DSP Wage Reporting

As part of ADMH's DSP wage increases for FY24, providers were asked to submit quarterly DSP wage summary reports. The baseline report for the quarter ending on September 30, 2023, was due on **October 31, 2023**. As of the date of this memo, 120 providers have not submitted the required reports. (See Attached)

We are requesting these providers submit the DSP wage reports to their Regional Fiscal Managers immediately. Failure to submit the report will result in waiver billings not being approved or delayed for payment starting with the January 19, 2024, check write period.

Further, be reminded these quarterly reports will be due by the end of the month following the end of the quarter. The next report will be due on January 31, 2024, for the quarter ending December 31, 2023.

As always, should you have questions or need assistance, please do not hesitate to contact your Regional Fiscal Manager.

Attachment (1)
cc: Kimberly Boswell, ADMH Commissioner
Sekeena Holt, DDD Director of Fiscal Operations
Vivian Waren, DDD Director of Community Services
DDD Regional Fiscal Managers
DDD Regional Community Services Directors

