



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell
Commissioner

MEMO

26-MHSU-04

DATE: 10.24.25

TO: Community Mental Health Centers

FROM: Nicole Walden 
Associate Commissioner MHSU

RE: FY26 Mental Illness (MI) 1/12th Invoicing Changes

This Memo is to inform you that starting January 1, 2026, the Alabama Department of Mental Health (ADMH) will be implementing a new process for receiving and processing 1/12th payments. The 1/12th payments will be required to be invoiced by the Community Mental Health Center (CMHC) for services provided. This change is being put into effect in order to avoid duplicate payments, payments for services no longer being rendered, to assist with confusion of what is being paid, and to verify the accuracy of payments.

The 1/12th invoices must be submitted by the 10th of every month for the previous month's services.

The following MI Community Program services only require the CMHC to send in the invoice of the 1/12th amount by service/program, **with no supporting documents** needed outlined from your MI-6 budget exhibit. All of these can be on the same 1/12th monthly invoice. Please note, these could be subject to change:

1. MI
 - a. General Ambulatory
 - b. Census Reduction
 - c. Extended Care Reduction
 - d. CMHC Level Nursing Home/ALF/SCALF Monitoring
2. C&A
 - a. None at this time
3. Housing Residential (each housing/residential listed separately on invoice)
 - a. Semi-Independent Unsupervised



- a. Semi-Independent Unsupervised
- b. Semi-Independent Intensive
- c. MOMs
- d. 3-bed Small Capacity Group Homes
- e. Specialized Basic Group Homes
- f. Specialized Behavioral Group Homes
- g. Specialized Medical Group Homes
- h. Specialized Forensic Group Homes
- i. Specialized Forensic MOMs
- j. Specialized Deaf Programs
- k. Crisis Residential Units
- 4. Crisis Services
 - a. Adult Crisis Centers
 - b. C&A Crisis Centers
 - c. 988 Crisis Line
- 5. Specialty/Training
 - a. Uncompensated Care – Lump Sum Invoice Required submitted between (October 1st – December 31st – first quarter of every fiscal year)
- 6. Grants
 - a. None at this time.

The following MI Community Program services require the CMHC to send in the invoice of the 1/12th amount by service/program, with required supporting documents needed outlined from your MI-6 budget exhibit. The areas will require separate 1/12th invoices per program. Please note **the supporting documents required** will be outlined in your exhibits and in the MI Contract Service Delivery Manual (CSDM). Please note, these could be subject to change:

- 7. MI
 - a. Adult Case Manager
 - b. ACT/PACT Teams
 - c. Adult In-Home Intervention Teams
 - d. Stepping Up Case Managers
 - e. UR Coordinators
- 8. C&A
 - a. Child Set-Aside
 - b. C&A Case Manager
 - c. C&A IHI
 - d. C&A Certified Peer Specialists
 - e. ESPDT
 - f. Children's First
 - g. Juvenile Court Liaison
 - h. School Based Mental Health Collaboration
- 9. Housing Residential (each housing/residential listed separately on invoice)
 - a. EBP Supportive Housing Program
 - b. Foster Care Homes
 - c. Semi-Independent Unsupervised
 - d. Semi-Independent Intensive
 - e. MI/SU Co-Occurring Programs
 - f. C&A Residential
 - g. Crisis Stabilization Programs
- 10. Crisis Services
 - a. Adult Rural Mobile Crisis Services
 - b. Adult Mobile Crisis Services
- 11. Specialty/Training

- a. None at this time
- 12. Grants
 - a. None at this time

The following MI Community Program services will maintain the **current expense-based invoice process**: Please note, these could be subject to change:

- 1. MI
 - a. Certified Peer Specialist
 - b. Supported Employment IPS
 - c. First Episode Psychosis
 - d. PATH – Homeless
 - e. Limited English Proficiency Access
 - f. Forensic Evaluations
- 2. C&A
 - a. OUR Kids
- 3. Housing Residential (each housing/residential listed separately on invoice)
 - a. HUD Shelter Plus Care
 - b. Housing Support
 - c. Inpatient Services
- 4. Crisis Services
 - a. C&A Mobile Crisis Services
- 5. Specialty/Training
 - a. Statewide NH/ALF/SCALF Pool
 - b. Statewide Residential Risk Pool
 - c. Statewide Adult Case Management Certification
- 6. Grants
 - a. None at this time

As noted, any of the above could be subject to change. If any changes are made, the CMHC will be notified. Also, when any new services/programs are implemented, they will be clearly outlined in the Exhibit/Scope of Work for impacted CMHC. All changes will be reflected in Contract Amendments for each CMHC whereas language will be updated. Furthermore, all invoices will require an ADMH approved attestation form to be signed by the Executive Director or their authorizing authority. All invoices for MI Community Programs will continue to be sent directly to Khaliah Lamar, Fiscal Manager MICP, khaliah.lamar@mh.alabama.gov.

As you are aware, the Medicaid Match withhold currently is drawn from the 1/12th payments. As monthly 1/12th invoices are submitted, the appropriate Medicaid Match amount will be withheld.

Should you have any questions, please feel free to contact Khaliah Lamar at 334-242-3582 or khaliah.lamar@mh.alabama.gov

cc:
Khaliah Lamar
Kim Hammack