



COUNTY OF SANTA CLARA  
**Behavioral Health Services**  
Supporting Wellness and Recovery

## MEMORANDUM

TO: BHSD County Contracted Providers

FROM: Sherri Terao, Director, Behavioral Health Services Department

DocuSigned by:

*Sherri Terao*  
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RE: Documentation of Over 100% FTE Reporting for 274 Network Adequacy Submission

DATE: March 15, 2023

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BHSD acknowledges that there may be staff that are working over 100% FTE across agencies. Some examples include staff working over 40 hours per week within an agency or staff working over 40 hours per week across multiple agencies that results in FTE exceeding 100%.

If a staff member is identified as working over 100% FTE within the monthly 274 submissions, BHSD will request that the submitting agency provide one of the following to justify the staff's time and ensure there's no schedule overlap for the monthly submission:

1. The staff's timecard (may be de-identified of any unnecessary personal information) or
2. The staff's schedule on the agency's letterhead and signed

If you have any questions, please contact the BHSD Business Office by email  
[BHSDBusinessOffice@hhs.sccgov.org](mailto:BHSDBusinessOffice@hhs.sccgov.org)