

**SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES  
PERSONNEL DETAIL RECORD**

AGENCY: \_\_\_\_\_  
 DATE PREPARED: \_\_\_\_\_  
 BUDGET PERIOD: From \_\_\_\_\_ To: \_\_\_\_\_  
 INITIAL: \_\_\_\_\_  
 FINAL: \_\_\_\_\_

Contract

					STATE-DESIGNATED SAMH COST CENTERS																					Non-State-Funded SAMH Cost Centers		
					STATE SAMH-FUNDED COST CENTERS																							
POSITION TITLE	Direct Serv. Deliv. (D.S.D.) Designation (Mark with x)	Position		C <sub>a</sub> Ex: Assessment			C <sub>b</sub> Ex: Case Management			C <sub>c</sub> Ex: Outpatient			C <sub>d</sub> Ex: Prevention			C <sub>e</sub> Ex: Residential I			C <sub>f</sub> Ex: Respite			C <sub>g</sub> Ex: Aftercare			Non-State-Funded SAMH Cost Centers			
		# of FTE	Annual Salary Cost	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	
A	B <sub>1</sub>	B <sub>2</sub>	B <sub>3</sub>	C <sub>1-a</sub>	C <sub>2-a</sub>	C <sub>3-a</sub>	C <sub>1-b</sub>	C <sub>2-b</sub>	C <sub>3-b</sub>	C <sub>1-c</sub>	C <sub>2-c</sub>	C <sub>3-c</sub>	C <sub>1-d</sub>	C <sub>2-d</sub>	C <sub>3-d</sub>	C <sub>1-e</sub>	C <sub>2-e</sub>	C <sub>3-e</sub>	C <sub>1-f</sub>	C <sub>2-f</sub>	C <sub>3-f</sub>	C <sub>1-g</sub>	C <sub>2-g</sub>	C <sub>3-g</sub>	D <sub>1</sub>	D <sub>2</sub>	D <sub>3</sub>	
1		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
2		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
3		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
4		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
5		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
6		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
7		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
8		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
9		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
10		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
11		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
12		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
13		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
14		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
15		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
16		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
17		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
18		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
19		0.00			0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00		0.00	\$0.00	
<b>TOT. GROSS FTE / TOT. GROSS SALARIES =</b>		<b>0.00</b>		\$0	XXXX	0.00	\$0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX
<b>D.S.D. FTE only =</b>		0.0	XXXXXXXX		XXXX	0.00	XXXXXX	XXXX	0.00	XXXX	0.00	XXXXXX	XXXX	0.00	XXXXXX	XXXX	0.00	XXXXXX	XXXX	0.00	XXXXXX	XXXX	0.00	XXXXXX	XXXX	0.00	XXXXXX	XXXX
<b>LAPSE FACTOR % =</b>			XXXX	XXXXXXXX	XXXX	XXXX		XXXX	XXXX		XXXX	8.00%	XXXX	XXXX		XXXX	XXXX		XXXX	XXXX		XXXX	XXXX		XXXX	XXXX		
<b>less LAPSE AMOUNT (D.S.D. FTE only &amp; SALARY \$'s) =</b>			XXXX	XXXXXXXX	XXXX	0.00	\$0.00	XXXX	0.00	XXXX	0.00	\$0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	
<b>TOTAL NET D.S.D. FTE / TOTAL NET SALARIES =</b>			XXXX	XXXXXXXX	XXXX	0.00	\$0.00	XXXX	0.00	XXXX	0.00	\$0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	0.00	XXXX	

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 DATE PREPARED: \_\_\_\_\_  
 BUDGET PERIOD: From \_\_\_\_\_ To: \_\_\_\_\_  
 INITIAL: \_\_\_\_\_  
 FINAL: \_\_\_\_\_

POSITION TITLE	Direct Serv. Deliv. (D.S.D.) Designation (Mark with x)	Position		Non-SAMH Cost Center			Other Support (Optional)			Administration			TOTALS		
		# of FTE	Annual Salary Cost	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	FTE	Salary	FTE Alloc	DSD FTE	Salary
		B <sub>2</sub>	B <sub>3</sub>	E <sub>1</sub>	E <sub>2</sub>	E <sub>3</sub>	F <sub>1</sub>	F <sub>2</sub>	F <sub>3</sub>	G <sub>1</sub>	G <sub>2</sub>	G <sub>3</sub>	H <sub>1</sub>	H <sub>2</sub>	H <sub>3</sub>
A	B <sub>1</sub>	0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
0.00		0.00		0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	0%	0.00	\$0.00
<b>TOT. GROSS FTE / TOT. GROSS SALARIES =</b>	<b>0.00</b>	<u>0.0</u>	<u>\$0</u>	<u>XXXX</u>	<u>0.00</u>	<u>\$0.00</u>	<u>XXXX</u>	<u>0.00</u>	<u>\$0.00</u>	<u>XXXX</u>	<u>0.00</u>	<u>\$0</u>	<u>XXXX</u>	<u>0.00</u>	<u>\$0</u>
<b>D.S.D. FTE only =</b>		0.0	XXXXXXXX	XXXX	0.00	XXXXXX	XXXX	XXXX	XXXXXX	XXXX	0.00	XXXXXX	XXXX	0.00	XXXXXX
<b>LAPSE FACTOR % =</b>		XXXX	XXXXXXXX	XXXX	XXXX		XXXX	XXXX	0.00%	XXXX	XXXX	0.00%	XXXX	XXXX	XXXXXX
<b>less LAPSE AMOUNT (D.S.D. FTE only &amp; SALARY \$'s) =</b>		XXXX	XXXXXXXX	XXXX	0.00	\$0.00	XXXX	0.00	\$0.00	XXXX	0.00	\$0.00	XXXX	XXXX	XXXXXX
<b>TOTAL NET D.S.D. FTE / TOTAL NET SALARIES =</b>		XXXX	XXXXXXXX	XXXX	0.00	\$0.00	XXXX	0.00	\$0.00	XXXX	0.00	\$0.00	XXXX	0.00	\$0.00