

To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	October 6, 2026
Title	Housing Ledgers Revised Templates

This information notice serves as formal notification of minor revisions to the BHS Housing Ledger templates used by contracted providers for documenting housing-related activities and invoicing. The purpose of these updates is to refine the template layout and improve clarity, without altering the core data fields or submission requirements.

General Updates

- The Recovery Residence (RR) and Full Service Partnership (FSP) Ledger Templates have been revised to enhance usability and ensure consistent documentation across all contracted programs.
- These revisions are limited to formatting adjustments and minor language clarifications within the template columns and instructions.
- Only one of the required data fields for documenting Transitional Rent (TR) eligibility and housing support activities has been updated, to allow for Managed Care Plan (MCP) specific dropdowns.
- The updated data field is as follows:
 - **Was the member referred to Housing Navigation Services? If yes, indicate MCP.**
 - Dropdown options: No / Pending / Blue Shield / Kaiser / Molina / Community Health Group SD / NA

Submission Requirements

- Only the revised ledger templates will be accepted for invoice submissions beginning November 1, 2026.
- Incomplete or outdated ledgers may delay invoice processing.
- Detailed column-by-column directions are provided in the updated attachments. Providers should review these instructions prior to completing and submitting their monthly ledgers.

Attachments

- FY 26-27 RR Housing Ledger Template (dated 10.6.26)
- FY 26-27 FSP Housing Ledger Template (dated 10.6.26)
- RR Housing Ledger Guide (dated 10.6.26)
- FSP Housing Ledger Guide (dated 10.6.26)

Questions?

For housing ledger related questions, please contact your COR.

For Transitional Rent related questions, please contact: TransitionalRent.BHS@sdcounty.ca.gov

Thank you for your continued collaboration.

For More Information:

- Contact your Contracting Officer's Representative (COR)