**Things to Remember Regarding UMDAP**

**When to fax UMDAPs to BHS-Billing Unit**

* If the UMDAP is not completed within 30 days prior to or after the anniversary month of the UMDAP date
* If there is a gap in UMDAP periods. For example, the client last financial review was in 2015 and returns to your program after 2 years
* If there are information to be updated on an existing UMDAP such as:
  + Siblings need to be combined (Individual to Family Review)
  + Change of address
  + Change of income
  + Change of dependents

**Faxing UMDAP to BHS-Billing Unit**

1. Ensure all required fields were completed accurately.
2. Attach a fax cover sheet together with the completed UMDAP. Please indicate with your name, phone number, and email address
3. Fax to BHS-Billing Unit at ***858 467-9682***

**DO NOT SEND UMDAP FORMS IF:**

* If all required fields are not completed
* If UMDAP is for future anniversary start date
* If missing interviewers name or CCBH ID
* Missing liability period (UMDAP Period)
* Missing review date