

Fee-For-Service Budget Instructions

04.2026

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Introduction

These instructions are designed to help you prepare and submit your proposed budget to Behavioral Health System Baltimore, Inc. (BHSB) via BHSB's Contract Management System (CMS), an online contract database.

Please read all instructions carefully prior to inputting any information into the system.

You will need the following to prepare your budget:

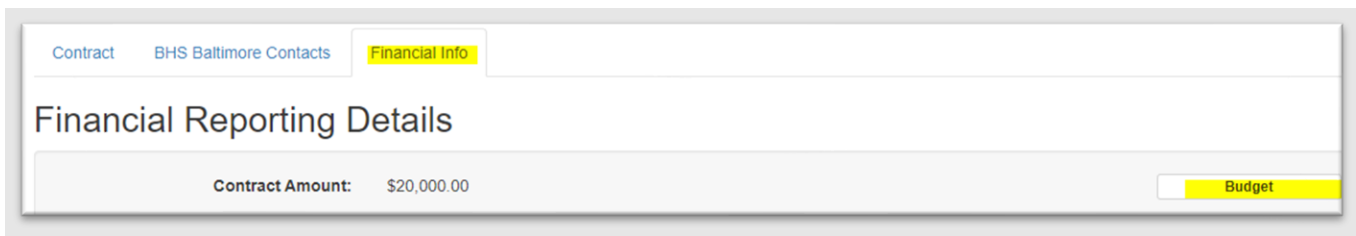
1. Your Letter of Award from BHSB
2. Your Attachment A from BHSB

Providers who have received a Letter of Award from Behavioral Health System Baltimore, Inc. (BHSB) must submit budget application for funding through CMS. BHSB budgets must be submitted at the level of funding stated in your Letter of Award.

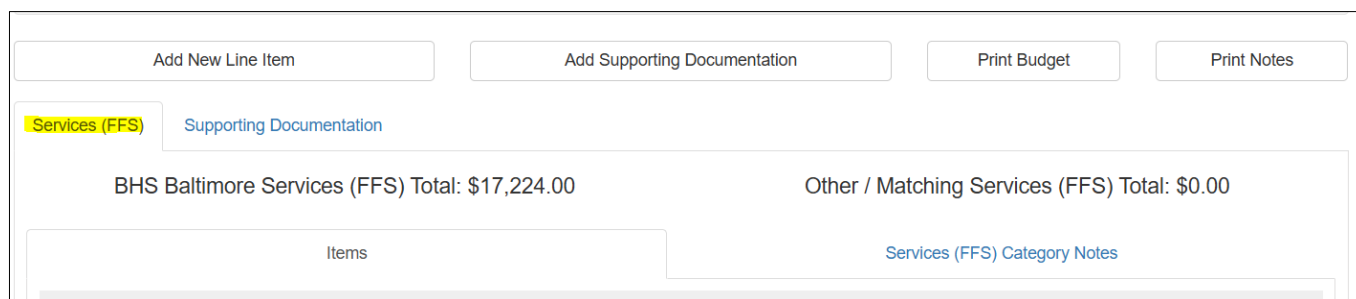
A sample budget is provided for your reference at the end of this document.

Getting started in CMS

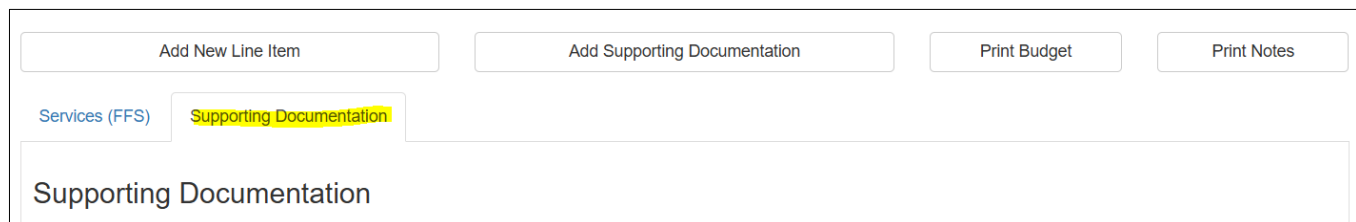
To start the budget entry go to **“Financial Info”** TAB and click on **“Budget”** button.



The budget has one budget category: **Services (FFS)**. You will go to that TAB and enter information in accordance with the instructions provided. You will also be required to complete Category Notes to provide a detailed budget narrative. Incomplete or insufficient information will delay approval of the budget which will need to be returned for corrections.



If additional supporting documentation is required, then you will need to submit it with the completed budget by uploading it to CMS under the Supporting Documentation TAB as an attachment.



After going to Services (FFS) TAB, next go to **“Add New Line Item”**. The screen will expand above the TAB to show additional fields below:

The screenshot shows the 'Add New Line Item' form. At the top, there are four buttons: 'Add New Line Item', 'Add Supporting Documentation', 'Print Budget', and 'Print Notes'. Below these is a form section with a 'Budget Category *' dropdown menu. Underneath the dropdown are several input fields: 'Description *', 'Rate *', 'Quantity/FTE *', 'Amount', 'Other Rate *', 'Other Quantity/FTE *', and 'Other Amount'. A blue circle highlights the 'Budget Category *' dropdown and the 'Description *', 'Rate *', 'Quantity/FTE *', 'Other Rate *', 'Other Quantity/FTE *', and 'Other Amount' fields. At the bottom of the form, there is a blue 'Add Item' button. Below the form, there are two tabs: 'Services (FFS)' and 'Supporting Documentation'.

Go to **"Budget Category"** field and select **"Services (FFS)"** from the drop-down menu.

The screenshot shows the 'Add New Line Item' form with the 'Budget Category *' dropdown menu open. The dropdown menu is highlighted in yellow, and 'Services (FFS)' is selected. The 'Description *', 'Rate *', 'Quantity/FTE *', 'Amount', 'Other Rate *', 'Other Quantity/FTE *', and 'Other Amount' fields are visible. The 'Add Item' button is at the bottom. Below the form, there are two tabs: 'Services (FFS)' and 'Supporting Documentation'.

Go to **"Description"**, **"Rate"**, **"Quantity/FTE"**, **"Other Rate"**, and **"Other Quantity/FTE"** sections next and fill out the information as specified under the **Specific Budget Category Instructions** section starting on page 6. "Amount" and "Other Amount" fields will populate automatically. Make sure you enter zero amount under Other / Matching \$ fields. The page will not update without filling in the **"Other Rate"** and **"Other Quantity/FTE"** fields. Instead it will prompt you to fill out any missed fields.

Budget Category *			
Services (FFS) <input type="text"/>			
Description *	Rate *	Quantity/FTE *	Amount
Fee-For-Service <input type="text"/>	43.06 <input type="text"/>	400 <input type="text"/>	17224 <input type="text"/>
Other / Matching \$	Other Rate *	Other Quantity/FTE *	Other Amount
Other / Matching \$ <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Add Item			

After entering information in each field per the instructions, click on the blue button **"Add Item"**. This step will save the information you entered, and the system will confirm by stating **"You have successfully added an item from this budget"** at the top of the page.

You have successfully added an item from this budget. <input type="button" value="x"/>			
<input type="button" value="Add New Line Item"/>	<input type="button" value="Add Supporting Documentation"/>	<input type="button" value="Print Budget"/>	<input type="button" value="Print Notes"/>
Services (FFS) <input type="text"/>	Supporting Documentation <input type="text"/>		

To continue adding line items to the budget, go back to **"Add New Line Item"**, then **"Budget Category"** field, select the same budget category, and continue filling in **"Description"**, **"Rate"**, **"Quantity/FTE"**, **Other Rate"** and **"Other Quantity/FTE"**. "Amount" and "Other Amount" fields will populate automatically.

If you enter in the **"Rate"** and **"Quantity"** fields something that the system doesn't accept, it will state **"There was an error adding the item to the budget"** at the top of the page. Examples of errors could be special characters, letters, extra period etc. If any of the entered items under Rate and Quantity need correcting, go to these items, make corrections, and click on **"Update Items"** button.

There was a error adding the item to the budget. Please try again.			
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If you entered incorrect information in the **"Description"** field or you no longer want the item to be listed, you will need to delete it with the **"Delete"** button. Description field cannot be changed once saved, therefore, after deletion, you will need to re-enter the item with correct information.

Fee-For-Service						
BHS Baltimore Budget \$	43.0600	400.0000	17,224.00	\$0.00	\$17,224.00	Active
Other / Matching \$	0.0000	0.0000	0.00	\$0.00	\$0.00	

Update Items

Don't forget to complete the Budget **Category Notes** to provide additional information as required in the Specific Budget Category Instructions section.

Services (FFS) Supporting Documentation

BHS Baltimore Services (FFS) Total: \$17,224.00 Other / Matching Services (FFS) Total: \$0.00

Items		Services (FFS) Category Notes					
Description	Rate	Quantity	Amount	Reported	Estimated Balance*	Status	Delete

A note about the Category Notes section. If copying and pasting information from a Word or Excel document, please make sure the copied information does not extend beyond the CMS page edges. If it does, reformat the information and try again.

Items Services (FFS) Category Notes

Save Category Notes

Click on "Print Budget" button for a view of the entire budget. To view the budget notes, click on "Print Notes".

If you experience technical difficulties with CMS, please submit a ticket by clicking on "Support" button.

Budget Category Instructions

1. **Description** – in this field, enter the name of the service. Examples of services are Assessments, Crisis Beds, Recovery Housing, Acupuncture, Supportive Housing, Urinalysis, etc.
2. **Rate** – enter the contractual reimbursement rate specified in Attachment A.
3. **Quantity** – enter the total number of units for the period of the contract. Examples of units are the number of bed days or nights, the number of consumers, the number of tests, number of assessments. There may be instances when you may need to show fractions in the quantity column to be able to tie to the award amount.
4. **Amount** - the total amount will generate automatically.
5. **Other/Matching \$** - enter zero under Rate and Quantity columns.
6. **Services (FFS) Category Notes** – list each service you are providing. Include a calculation for each service based on the contractual rate, maximum number of customers that can be served during the contract period, any restrictions on the length of stay, or other measures for each service. Totals should correspond to the totals listed on the budget.

BUDGET SAMPLE:

Contract Budget

Contract Amount: \$27,375.00
 ABC Health Organization, Inc.

Project Total: \$27,375.00
 BHS Baltimore Budget Total: \$27,375.00
 Fee Collections: \$0.00
 Other/Matching Funds Total: \$0.00
 Contract Number: 2026-BH115-SUD-ABC

Category	BHS Baltimore			Other Matching		Project \$	
Services (FFS)	Rate	Quantity	BHSB Amount	Other Rate	Other Quantity	Other / Matching \$	Project \$
Supportive Housing	\$15.00	1825.0000	\$27,375.00	0.00	0.0000	\$0.00	\$27,375.00
Services (FFS) Total			\$27,375.00			\$0.00	\$27,375.00
Total			\$27,375.00			\$0.00	\$27,375.00

BUDGET NARRATIVE SAMPLE:

Category	BHS Baltimore	Other Matching	Project \$
Services (FFS)	\$27,375.00	\$0.00	\$27,375.00

(there is no maximum length of stay for each consumer)

Supportive Housing services:

\$15.00 per day per consumer x 5 consumers x 365 days = \$27,375.00

(there is a maximum length of stay for each consumer of 73 days)

Supportive Housing services up to 73 days per consumer:

\$15.00 per day per consumer x 73 days maximum x 25 consumers = \$27,375.00

(there is a maximum length of stay for each consumer of 180 days)

Supportive Housing services up to 180 days per consumer:

\$15.00 per day per consumer x 180 days maximum x 10 consumers = \$27,000.00

\$15.00 per day per consumer x 25 days x 1 consumer = \$375.00

\$27,000.00 + \$375.00 = \$27,375.00