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**Rules of**  
**Department of Mental Health**  
**Division 25—Fiscal Management**  
**Chapter 3—Miscellaneous Rules**

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**Title 9—DEPARTMENT OF  
MENTAL HEALTH**

**Division 25—Fiscal Management  
Chapter 3—Miscellaneous Rules**

**9 CSR 25-3.030 Access for Inspection of  
Public Records and Fees for Copying of  
Public Records**

*PURPOSE: This rule prescribes requirements for individuals and organizations to gain access to public records of the department and fees for copying of those public records.*

(1) Access for inspection of public records shall be granted and copying of those records shall be provided by the department based upon a review of each request. Access for inspection of public records shall be allowed during the normal business hours of the administrative offices of the department facility where the records are stored. Copies of public records shall be provided by the department and shall be subject to the collection of established search and copy fees and applicable sales tax and shipping charges.

(2) Requests for access to or copying of public records may be made in person, by telephone or by any other convenient means. However, should any question arise whether a requested record is a closed record or is confidential as provided by law, this request shall be made in writing and forwarded to the Custodian of Records, Department of Mental Health, P.O. Box 687, Jefferson City, MO 65102. The custodian shall notify the individual or organization within three (3) business days from the date the request was received by the custodian whether access is granted or denied.

(3) As provided under section 610.026, RSMo, access to public records for a short duration of time during normal business hours will normally be provided without charge. The department may negotiate a space or rental fee with the requester to provide access to public records when the access will be for an extensive period of time or will otherwise be disruptive to the normal operations of the department. Copies of public records will be provided by the department for the following copy and search fees:

(A) Paper copies no larger than nine by fourteen inches (9" × 14")—\$.10 per page;

(B) Duplicating time—an hourly fee not to exceed the average hourly rate of pay for the department's clerical staff; and

(C) Research time—the actual cost of research time.

(4) Fees for duplicating other types of records and other formats including electronic data shall be based on the actual cost of search and duplication or as otherwise provided by section 610.026, RSMo.

(5) In accordance with the Americans with Disabilities Act, no additional fees shall be assessed for transcribing public records into Braille, audiotape or other suitable form.

(6) As authorized by law, the department may furnish copies without charge or at reduced charges when it is determined to be in the public interest and is not primarily in the commercial interest of the requester. For official state administrative and business purposes, copies of records may be provided without charge to—

(A) State and federal agencies, appropriation committees and interagency committees;

(B) Courts, attorneys and guardians-ad-litem in criminal and civil commitment, guardianship or juvenile proceedings;

(C) Providers of service to department clients if authorized by clients, parents or guardians;

(D) Agencies of other states in exchange for comparable reports; and

(E) Department employees, advisory councils, commissions, task forces and committees when required by their work.

*AUTHORITY: sections 610.010–610.030 and 630.050, RSMo 2000.\* Original rule filed June 17, 1986, effective Dec. 1, 1986. Amended: Filed July 17, 1995, effective Feb. 25, 1996. Amended: Filed Feb. 1, 2005, effective July 30, 2005.*

*\*Original authority: 610.010, RSMo 1973 amended 1977, 1978, 1982, 1987, 1993; 610.011, RSMo 1987; 610.015, RSMo 1973, amended 1973, 1987, 1993; 610.020, RSMo 1973, amended 1982, 1987, 1993; 610.021, RSMo 1987, amended 1993; 610.022, RSMo 1987, amended 1993; 610.023, RSMo 1987; 610.024, RSMo 1987; 610.026, RSMo 1987; 610.027, RSMo 1982, amended 1987, 1990; 610.028, RSMo 1982, amended 1987; 610.029, RSMo 1993; and 610.030, RSMo 1973, amended 1982.*

**9 CSR 25-3.040 Compensation to Public Administrators**

*PURPOSE: This rule sets guidelines for compensation to public administrators and applies to all department facilities and department-operated programs designated as representative payee for consumer entitlements when the public administrator is guardian and/or conservator.*

(1) A facility/program shall debit an individual's Consumer Banking account to compen-

sate a public administrator for the amount allowed by the court in accordance with the following:

(A) The department facility/program is representative payee for Social Security Administration (SSA), Supplemental Security Income (SSI), veterans' benefits; railroad retirement benefits; civil service annuities; federal, state, or city retirement programs or any other retirement or benefit program;

(B) The payment for the compensation is not prohibited by the benefit program which will be used to pay the requested compensation; and

(C) If the expenditure would place the consumer in present or future jeopardy or adversely affect the services to the consumer, the facility/program with administrative control of the consumer's account shall consult legal counsel as to whether a modification of the court order shall be sought.

*AUTHORITY: section 630.050, RSMo 2016.\* Original rule filed Feb. 1, 1988, effective June 27, 1988. Amended: Filed Feb. 27, 2018, effective Sept. 30, 2018.*

*\*Original authority: 630.050, RSMo 1980, amended 1993, 1995, 2008.*

**9 CSR 25-3.050 Payment to School Districts for Special Education Services for Children Admitted to Programs or Facilities of the Department of Mental Health**  
(Rescinded May 30, 1999)

*AUTHORITY: sections 162.970 and 630.050, RSMo 1986. Original rule filed Nov. 6, 1991, effective April 9, 1992. Rescinded: Filed Nov. 30, 1998, effective May 30, 1999.*

**9 CSR 25-3.060 Payments to Counties with State Mental Health Facilities**

*PURPOSE: This rule prescribes requirements for counties to receive payment from the department for personnel costs relating to mental health facilities.*

(1) The City of St. Louis and Buchanan, Callaway, Jackson and St. Francois counties may employ an assistant prosecuting attorney, county counselor or circuit attorney and other investigative and clerical personnel to provide services related to mental health and mental health facilities. The department shall pay these governmental units for these personnel costs from funds appropriated for this purpose.



(2) Each eligible governmental unit may employ an assistant prosecuting attorney, county counselor or circuit attorney who shall be compensated fifteen thousand dollars (\$15,000) annually. In addition, investigative and clerical personnel may be employed and the total compensation for these personnel shall not exceed fifteen thousand dollars (\$15,000) annually.

(3) Each eligible governmental unit shall submit a request for payment using the form prescribed by the department (MO 650-7975) or an invoice or other document which provides the information disclosed on this form. This request for payment shall be submitted after July 1 of each fiscal year.

(4) The request for payment shall disclose each personnel position, the name of the person employed and the actual salary costs for the preceding fiscal year and the positions and projected salary costs for the current fiscal year.

(5) Upon receipt of the request for payment, the department shall issue a warrant to pay the amount of the projected salary costs for the current fiscal year adjusted for the amount, if any, that the payment for the preceding fiscal year differed from the actual expenditures for that year. These warrant payments shall only be made from funds appropriated for this purpose.

*AUTHORITY: sections 56.700 and 630.050, RSMo 1994.\* Original rule filed July 17, 1995, effective Feb. 25, 1996.*

*\*Original authority: 56.700, RSMo 1979, amended 1989 and 630.050, RSMo 1980, amended 1993.*



STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH  
**INVOICE FOR SERVICES BY COUNTIES WITH STATE MENTAL HEALTH FACILITIES**

<b>FROM</b>	ORGANIZATION NAME		DATE
	ADDRESS		
	CITY	STATE	ZIP CODE
	CONTACT PERSON	TELEPHONE	FAX NUMBER
<b>BILL TO</b>	Missouri Department of Mental Health P.O. Box 687 Jefferson City, MO 65102-0687		
	OR FAX TO 314-751-8574		
		Attention: Accounts Payable	
MENTAL HEALTH CONTACT PERSON		TELEPHONE NUMBER	FAX NUMBER
SERVICES BY COUNTIES WITH STATE MENTAL HEALTH FACILITIES UNDER SECTION 56.700, RSMo.		FISCAL YEAR JULY _____ - JUNE _____ (ACTUAL)	FISCAL YEAR JULY _____ - JUNE _____ (ESTIMATE)
Received from Department of Mental Health		\$	
Assistant Attorney/Counselor			
Investigative/Clerical Staff			
<b>TOTAL COSTS</b>		\$	\$
Payment Received Over (Under) Actual Costs		\$	\$
<b>Due from Department of Mental Health</b>			\$