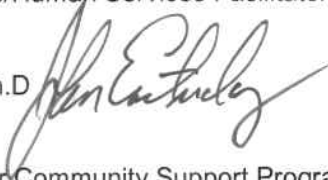


To: Listserv

For: Area Administrators/Assistant Area Administrators  
Bureau Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities  
Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Program Office Directors/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators

From: John Easterday, Ph.D.  
Administrator 

Subject: Start up Funding for Community Support Program and Comprehensive Community Services Programs

#### Document Summary

**This memo describes an opportunity for counties and tribes to start up either a Community Support Program (CSP) or Comprehensive Community Services (CCS) Program.**

The Division of Mental Health and Substance Abuse Services wants to foster local community programs that are recovery based, and where meaningful consumer participation, recovery-based psychosocial rehabilitation services and quality improvement are integral parts of the program development and on-going quality monitoring. There is total funding available for start-up of \$280,350. This funding is available for county or tribal agencies without a certified program for the calendar year 2008. Start-up funding will be provided for either new Community Support Program (CSP) or new Comprehensive Community Services (CCS) programs. Agencies may apply for both sections A and B if they are interested in starting both a CSP and CCS program. Preference will be given to counties applying for CSP start-up funding.

Information regarding funding and proposal requirements are available in the relevant sections below.

**Submission of requests for funding need to be at the Division of Mental Health and Substance Abuse Services by 5 pm November 2, 2007. Announcement of successful candidates will be made by December 3, 2007.**

**Please provide a proposal for each section for which you apply of no more than eight pages.**

#### **Section A - Certified CSP Start-Up**

Up to \$40,000 is available for each application in Section A for counties without certified CSP programs.

1. Brief statement of need.
2. Description of how consumers will be involved in development of the program.
3. Description of how service delivery development under HFS 63 will be recovery, outcome, and

evidence based. Some examples of service delivery development would be: local systems change to provide for comprehensive access; a fluid continuum of care; revision of assessment and care plan processes and forms to assure they are recovery based; processes that involve the consumer at all points in creating a treatment plan; staff training in outcomes, promotion of trauma informed treatment and recovery based treatment; and, how outcomes for consumers and quality service delivery will be measured at the local level. The narrative should indicate how the agency plans to use the mental health and co-occurring AODA functional screen and the timeframe and work plan for meeting certification standards.

4. The amount of money requested for this project.

5. The evaluation process the agency will use to measure project outcomes.

## Evaluation Criteria

### 1. Statement of Need

15 points

- Indicate the projected annual number of individuals that will be served by the certified program that are not currently being served, or are being under served.
- Indicate how the agency will perform outreach to individuals not identified at this time.
- Indicate how information and referral and intake will take place at the agency, and who the projected referral sources are.

### 2. Consumer and Family Involvement

30 points

- Indicate how consumers and families will be involved in program planning and what supports will be provided to ensure consistent and meaningful input into treatment decisions.
- Describe the process whereby consumers and families will have continued input into the development of program policies and quality improvement.
- Describe the training, education and support that consumers will have access to that will ensure continued meaningful input into treatment decisions.

### 3. Program Elements

60 points

- Describe how recovery principles will be incorporated into the HFS 63 required elements of assessment, care planning and on-going case management.
- Indicate how the program development will include the use of the mental health and co-occurring functional screen.
- Describe the process of self assessment you will use with all CSP staff to ensure that CSP staff are trained in recovery, trauma, and the inclusion of consumers into their own recovery plans.
- Describe the continuum of care you will be developing at the local level to ensure that individuals in need of services will receive the level of services they need when they need it.
- Describe how you will develop forms and processes that conform to HFS 63 and also reflect recovery, hope and consumer inclusion.
- Describe how training and education will be delivered to both staff and consumers to ensure a shared program philosophy. This should include an on-going training plan.
- Include a work plan with a timeframe for reaching full certification within 12 months.

### 4. Budget

25 points

- Indicate the amount of money needed to implement the development plan in a detailed budget.
- Indicate the amount of county or agency resources that will be part of the budget.

## 5. Quality and Evaluation Plan

15 points

- Describe the process that will be used to train staff, stakeholders and consumers in quality principles.
- List the indicators and measurements that will be used by the agency to ensure that the implementation of this CSP start-up project has been achieved (such as benchmarks for process development, forms, review by DQA, and identification of population that will be offered CSP services).

### **Section B - Certified Comprehensive Community Services Start-Up**

Up to \$40,000 is available for each application in Section B for counties without certified CCS programs. The purpose of these funds is to assist counties to develop CCS Plans and applications for CCS certification and to provide training to prepare staff, consumers and contracted providers for participation in CCS.

Completion of the outcomes required in this RFP (See Attachment) will guide recipients through the tasks and decision-making activities necessary for the system change to support CCS program development and a recovery-based system. Technical assistance will be provided to assist with these tasks and activities.

Training will be arranged or provided by staff from the Division of Mental Health and Substance Abuse Services (DMHSAS). Training will include skill building in areas such as meaningful involvement of consumers in Coordination Committees and recovery teams; the provision of person-centered, recovery-based psychosocial rehabilitation services; documentation for successful fiscal reimbursement and quality improvement monitoring

**There will be an informational teleconference on October 9, 2007 at 3:00 pm for those who have expressed interest in CCS program development to provide additional details and respond to questions.**

Applications must include:

1. Narrative statement of the county or tribe's current readiness to apply for certification. This should reflect your readiness to complete the attached outcomes timeline and meet the requirements of HFS 36.
2. Estimation of timeframes.  
The Attachment, 2007-2008 Start-up Outcomes, contains a number of outcomes that inform the process of developing a CCS Plan and application for certification. Complete Attachment #1, expressing the timeframes by the number of months from the start of the contract on 1/01/08 to anticipated completion of each outcome. Additional information should be included in narrative form to justify the time frames and ordering of outcomes.
3. Budget  
The budget should include the amount of money you are requesting and how it is to be spent. Include line items regarding reimbursement to consumers participating in program development activities, reimbursement of trainer costs not provided by DMHSAS staff, travel for participation in CCS quarterly meetings and other required activities during the year. Funds may be used to support a variety of activities related to completion of required outcomes and an application for certification and/or software and equipment needed to implement a CCS program.

### Evaluation Criteria

1. Narrative statement of the current readiness to apply for certification should address the following:  
30 points
  - Indicate sufficient staff resources to successfully address the outcomes.
  - Indicate appropriate collaboration partners needed to address the requirements of HFS 36.07, the CCS Plan.

- Indicate understanding of meaningful involvement of consumers as partners, including participation of consumers on the Coordination Committee.
- Indicate an understanding of the roles of the Coordination Committee.
- Indicate the scope of the CCS program anticipated—size, services, timeframes for addressing the specialized needs of various populations, evaluating consumer satisfaction, etc.

2. Estimation of timeframes. 55 points

- Timeframes are reasonable, based upon the information provided regarding readiness for developing a CCS Plan/application for certification and the staffing available.
- Timeframes reflect a process that builds a lasting infrastructure change.
- Timeframes support readiness for an application for certification within 2008.

3. Budget 25 points

- Justify the amount of money needed to support completion of the outcomes.
- Indicate the amount of county or agency resources that will be available to support the completion of the outcomes, in addition to the grant money.
- Indicate that money set aside to support meaningful participation of consumers, participation in regional or statewide CCS activities and training activities in the budget.

Please send your applications to Alice Mirk at the Division of Mental Health and Substance Abuse Services, PO Box 7851, Madison WI 53707-7851 **by 5 pm on November 2, 2007**. E-mail applications will be accepted in a Microsoft Word document attached to an email. Send to [mirka@dhfs.state.wi.us](mailto:mirka@dhfs.state.wi.us). For questions regarding this opportunity please call Alice Mirk at 608-261-8878 or email at the address listed above.

REGIONAL OFFICE CONTACT:  
Area Administrators

CENTRAL OFFICE CONTACT:  
Alice Mirk, Supervisor, Integrated Systems Development Section  
Division of Mental Health and Substance Abuse Services  
1 West Wilson Street, Room 437  
P.O. Box 7851  
Madison, Wisconsin 53707-7851  
(608) 261-8878 or FAX: (608) 267-9392  
TTY: 888-701-1252  
e-mail [mirka@dhfs.state.wi.us](mailto:mirka@dhfs.state.wi.us)

MEMO WEB SITE:

[http://dhfs.wisconsin.gov/dsl\\_info/](http://dhfs.wisconsin.gov/dsl_info/)

Attachment:

Start-up Outcomes 2008