

STATE OF WISCONSIN  
Department of Health Services  
Division of Mental Health and Substance Abuse Services

**DMHSAS Action Memo Series 2009-01**  
**Date:** January 26, 2009  
**Index Title:** Supported employment  
funding opportunity

To: Listserv

For: Area Administrators / Assistant Area Administrators  
Bureau Directors / Section Chiefs  
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  
County Mental Health Coordinators  
Tribal Chairpersons / Human Services Facilitators

From: John Easterday, Administrator  
Division of Mental Health and Substance Abuse Services

Subject: Supported Employment Evidence Based Practice (EBP) Funding Opportunity

### **Document Summary**

This memo describes an opportunity for counties/tribes to implement SAMHSA's Supported Employment evidence based practice. Total funding of \$60,000 is available from the Medicaid Infrastructure Grant (CFDA no. 93.769) through the Centers for Medicare and Medicaid Services to the Wisconsin Department of Health Services / Pathways to Independence for 2009. The funding is also expected for 2010. The funding is to foster implementation of the Supported Employment Evidence Based Practice (EBP). We expect to fund two to three counties/tribes from this amount. We will work with counties/tribes to identify other sources of revenue for Supported Employment. This memo describes the application process for these funds and the Division's expectations for their use. Applications must be received by the end of the day February 17, 2009.

### **Background**

Transformation of the mental health system has been a significant process over the last eight years. Nationally SAMHSA lead in the development of toolkits that could be used to assist states to incorporate specific practices that have strong evidence of supporting recovery. Supported Employment is one of these toolkits and practices researched specifically to assist persons with a mental illness to obtain and maintain work.

The Division of Mental Health and Substance Abuse Services fosters evidence based practices including Supported Employment. Information regarding this EBP can be found at the SAMHSA website <http://mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/employment/default.asp>  
The Division will consider proposals to start-up Supported Employment or to enhance an existing program to improve fidelity to the EBP. The most recent fidelity scale is available at: <http://dms.dartmouth.edu/dsec/fidelity/> .

### **Proposal**

Please submit a proposal that describes either a start-up or enhancement plan for supported employment. The evaluation criteria below describes the topics which need to be covered in your proposal.

## Evaluation Criteria

### Statement of need for a new program – 15 points

Describe the need in your county for a supported employment program. How many individuals would you intend to serve?

OR

### Statement of need for an existing program – 15 points

Describe the problem that exists in your current program in terms of the fidelity scale. What is your plan to address that problem and how will that improve fidelity to the supported employment EBP? Describe number of people currently served and expected to be served if awarded funds.

### Description of program elements – 70 points

Provide a description of the steps you will take to develop or enhance the program fidelity. Provide a timeline and description of activities. Attached to this memo are the 7 principles of supported employment. Please address how you will plan to incorporate each of the principles in the design of the program. Describe the mental health team or teams the employment specialist will coordinate with. Describe how you will collaborate with the Division of Vocational Rehabilitation (DVR). Provide information regarding current collaboration with DVR and include existing documents such as a Memo of Understanding or Letter of Support involving DVR.

### Budget – 25 points

Submit a detailed budget required to implement supported employment including in-kind staff, FTE for each position and sources of funding. Identify how an employment specialist will be funded. Discuss how you will sustain the program after the grant funding ends.

### Data collection and measurement of outcomes – 40 points.

All programs must collect data regarding the number of face to face employer contacts (including the name of the contact and business) by the employment specialist. Programs must also keep data on the length of time until competitive employment is obtained, the number of people competitively employed and hours of support per person per week after employment. Describe your plan to collect this data. How will you use the fidelity scale to assure program integrity to the model?

### **ACTION STATEMENT:** Mail your applications to:

Morgan Groves

Division of Mental Health and Substance Abuse Services

Bureau of Prevention Treatment and Recovery

P. O. Box 7851, Madison, WI 53707-7851 **by February 17, 2009**

For questions regarding this opportunity, please call Morgan Groves at (608) 261-9312 or e-mail her at the address listed below.

### **CENTRAL OFFICE CONTACT:** Morgan Groves

E-mail address: [morgan.groves@wisconsin.gov](mailto:morgan.groves@wisconsin.gov)

Division of Mental Health and Substance Abuse Services

Bureau of Prevention Treatment and Recovery

1 West Wilson Street, Room 433

P.O. Box 7851

Madison, Wisconsin 53707-7851

Telephone: (608) 261-9312 or FAX: (608) 261-7800

### **REGIONAL OFFICE CONTACT:** Area Administrators

MEMO WEB SITE: [http://dhs.wisconsin.gov/dsl\\_info/](http://dhs.wisconsin.gov/dsl_info/)

Attachments:

Attachment A: Supported Employment Evidence Based Principles