

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

DMHSAS Memo Series 2008-10
Date: December 5, 2008
Index Title: START UP FUNDING
FOR CSP AND CCS PROGRAMS

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-oriented, and where meaningful consumer participation, recovery-oriented psychosocial rehabilitation services and quality improvement are integral parts of the program development and on-going quality monitoring. There is \$286,900 in total funding available for start-up. This funding is available for county or tribal agencies without a certified program for the calendar year 2009. Start-up funding will be provided for either new Community Support Programs (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 (RFP's) need to be at the Division of Mental Health and Substance Abuse Services by 5 pm January 11, 2009.
Announcement of successful candidates will be made by February 11, 2009.

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 or tribes without certified CSP programs. The proposal should address the following:

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 county or tribal level. The narrative should indicate how the agency plans to use the mental health and co-occurring substance abuse 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

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.

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.

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 that will used with all CSP staff to ensure that CSP staff are trained in recovery, trauma, and the inclusion of consumers in their own recovery planning process.
- 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 forms and processes will be developed 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.

Budget: 25 points

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

Quality and Evaluation Plan: 5 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 or tribes without certified CCS programs. The purpose of these funds is to assist counties or tribes 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 the Attachment, 2009 Comprehensive Community Services Startup Outcomes (<http://dhs.wisconsin.gov/forms1/F2/f21365.doc>)) will guide recipients through the tasks and decision-making activities necessary for the system change to support CCS program development and a recovery-oriented system. Technical assistance will be provided to assist with these tasks and activities.

CCS program development depends upon implementation of system change practices. 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, recovery teams and person-centered planning; the provision of person-centered, psychosocial rehabilitation services; and documentation for successful Medicaid reimbursement. Depending upon the size of the human services department, it might be feasible to include CSP staff and contract agencies in some of the training opportunities made available to prospective CCS programs.

There will be an informational teleconference on December 12, 2008 at 1:00 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 readiness to complete the attached outcomes timeline and meet the requirements of HFS 36. It should include brief information about other programs in the county, tribe or region that are recovery-oriented and/or incorporate consumer participation and wraparound practices. It should also include information about previous training for staff and consumers relevant to recovery-oriented and person-centered services.

2. Estimation of timeframes.

The Attachment, 2009 Comprehensive Community Services Startup Outcomes (<http://dhs.wisconsin.gov/forms1/F2/f21365.doc>) contains a list of outcomes that inform the process of developing a CCS Plan and application for certification. Complete the Attachment, expressing the timeframes by the quarter of the contract year by which completion of each

outcome is anticipated. 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 requested 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 activities identified locally that address system change and CCS development. 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

Statement of the current readiness to apply for certification should address the following: 30 points

- Identify staff resources to successfully address the outcomes.
- Describe appropriate collaboration partners needed to address the requirements of HFS 36.07, the CCS Plan.
- Describe plans for meaningful involvement of consumers as partners, including participation of consumers on the Coordination Committee and other activities that elicit consumer input or educate consumers.
- Demonstrate an understanding of the roles of the Coordination Committee.
- Indicate the scope of the CCS program anticipated—initial size, services, timeframes for addressing the specialized needs of various populations, evaluating consumer satisfaction, etc.

Estimation of timeframes: 55 points

(See the Attachment, 2009 Comprehensive Community Services Startup Outcomes (<http://dhs.wisconsin.gov/forms1/F2/f21365.doc>) for more information.)

- 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 2009.

Budget: 25 points

- Indicate the amount of money needed to support completion of the outcomes and justification for requests.
- Indicate the amount of county, tribe or agency resources that will be available to support the completion of the outcomes, in addition to the grant money.
- Indicate the amount money requested to support meaningful participation of consumers in local, regional or statewide CCS activities and training activities.

Please send your completed applications to Marie Danforth at the address below by **5 pm on January 11, 2009**.

Marie Danforth
Division of Mental Health and Substance Abuse Services
PO Box 7851
Madison WI 53707-7851

Applications will be accepted via e-mail in Microsoft Word (.doc) format.

Note: *Please save the document you are sending in a format that is compatible with Microsoft Word 2003. Sending your document in a format that cannot be opened could delay processing your application.*

Send completed applications to: Marie.Danforth@wisconsin.gov.

For questions regarding this opportunity, please call Marie Danforth at Telephone: (608) 266-2861 or email her at: Marie.Danforth@wisconsin.gov.

REGIONAL OFFICE CONTACT:
Area Administrators

CENTRAL OFFICE CONTACT:

Marie Danforth, Integrated Systems Development Section
Division of Mental Health and Substance Abuse Services
1 West Wilson Street, Room 433
P.O. Box 7851
Madison, Wisconsin 53707-7851

Telephone: (608) 266-2861
Fax: (608) 261-7800
TTY: 1-888-701-1252
Email: Marie.Danforth@wisconsin.gov

DLTC / DMHSAS MEMO SERIES WEB SITE:
http://dhs.wisconsin.gov/dsl_info/

Attachment:
2009 Comprehensive Community Services Startup Outcomes
(<http://dhs.wisconsin.gov/forms1/F2/f21365.doc>)