

State of Wisconsin
Department of Health Services
Division of Mental Health and Substance Abuse Services

Date: May 14, 2014
DMHSAS Numbered Memo 2014-04 Action
This replaces DMHSAS Memo 2013-01

Index Title: Community Mental Health Services Block Grant - Community Aids Formula Allocation

To: DMHSAS Listserv

For: Area Administrators / Human Service Area Coordinators
Bureau Directors / Section Chiefs
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Service Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
County Mental Health Coordinators
Tribal Chairpersons / Human Services Facilitators

From: Linda Harris, Administrator
Division of Mental Health and Substance Abuse Services

Subject: Mental Health Block Grant Community Aids Formula Allocation

Document Summary

This memo outlines the reporting requirements for the Mental Health Block Grant (MHBG) for Calendar Year 2013 (CY 2013) and expenditure requirements for the use of CY 2015 MHBG funds. Counties must comply with the reporting requirements in the Mental Health Program Participation System (PPS) data system including the reporting of consumer functional outcomes every 6 months through the Consumer Status Data Set in PPS. People who are homeless and have a serious mental illness remain a priority population for both services and county reporting. **Return the County Reporting Form (F-00251) no later than July 25, 2014.**

The report is Microsoft Word form [E-00251](#) (05/2014) which is fillable and is available on the Department of Health Services (DHS) Forms Website at <http://www.dhs.wisconsin.gov/forms/>. You should disregard any previous Division of Mental Health and Substance Abuse Services (DMHSAS) memos relating to the MHBG reporting requirements.

Please note a new reporting section on form F-00251. Starting this year counties are asked to report the number of people served using the Mental Health Block Grant Community Aids Formula Allocation. This reporting, for CY 2013, is optional. This information will also be requested in 2015 for CY 2014. However, this reporting will be required in 2016 for CY 2015.

Background

The Division of Mental Health and Substance Abuse Services (DMHSAS) is annually awarded a Mental Health Block Grant (CFDA# 93.958) from the federal Center for Mental Health Services (CMHS) within the Substance Abuse and Mental Health Services Administration (SAMHSA). DMHSAS, as required by State statutes 20.435(5)(o) and 46.40(2m)(b), obligates up to \$2,513,400 of the MHBG to all counties within the state through a Community Aids Formula Allocation. The formula allocation is based on each county's population, Medicaid caseload, and per capita income. This memo describes the county reporting requirements for the 2013 Community Aids Formula Allocation and the county expenditure requirements for the upcoming 2015 Community Aids Formula Allocation.

Community Aids Formula Allocation Reporting for 2013

The MHBG award carries reporting requirements on how the funding is spent. As a result, DMHSAS requires counties to report how much of their formula allocation was spent and for what purposes. The requirements for spending the 2013 MHBG funds were described in DMHSAS Numbered Memo 2012-03 Action. Counties' deadline for reporting expenditures and outcomes for the 2013 Community Aids Formula Allocation is July 25, 2014. Use the **DHS Form [F-00251](#)** (Word fillable, 67KB) to record county expenditures in the nine allowable expenditure categories and record the associated outcomes for those expenditures on page two. Return copies of the completed County Reporting Form to your Area Administrator and the Division of Mental Health and Substance Abuse Services as specified in the Action Summary below.

Number of Individuals Served with Block Grant Dollars

The DMHSAS requests that counties provide an estimate of the number of individuals served by the Community Aids Formula Allocation. Providing this information for calendar year 2013 is optional. DMHSAS will again request this information for calendar year 2014 in the summer of 2015. Counties will be required to provide this information beginning in 2016 for calendar year 2015. Use DHS Form F-00251 to report for CY 2013 the numbers served by program area. If numbers served are not known, counties should estimate the number served.

Community Aids Formula Allocation Expenditures for 2014

The DMHSAS will receive an estimated \$7,379,783 in MHBG funding for Federal Fiscal Year 2014. Counties' allocations for CY 2014 must be spent *by December 31, 2014* and the associated expenditure reports are due to the Community Aids Reporting System (CARS) within 90 days of the expenditure deadline. Please check your current expenditure level to ensure your county is on track to spend its formula allocation *by December 31, 2014*. If you have questions contact Ryan Stachoviak at the Department of Health Services at Ryan.Stachoviak@wisconsin.gov or 608-261-9316.

Community Aids Formula Allocation Amounts for 2015

The DMHSAS projects it will receive \$7,292,050 in 2015 MHBG funds from CMHS. The Division is tentatively allocating \$2,513,400 to county programs using the Community Aids Formula. Because of the potential for additional cuts in federal funding, the final amount will not be determined until the federal budget is passed. Attachment 1, Community Aids Formula Allocation for Calendar Year 2015, lists the projected allocation for each county Department of Community Programs or Human Services. (PDF, 32 KB)

The federal and state requirements associated with the expenditure of the MHBG Community Aids Formula Allocation funds are described in detail in Attachment 2: 2015 Mental Health Block Grant Requirements. (PDF, 61 KB)

Some of these requirements include:

- Funds must be used for activities associated with community mental health services.
- Funds must be used for services to adults with serious mental illness (SMI) or children with severe emotional disorders (SED).

DMHSAS has identified nine program areas to which counties can apply these funds including Community Support Programs (CSP), Supported Housing, Jail Diversion, Crisis Intervention, Family and Consumer Peer Support and Self-Help, Services for Children and Adolescents with SED, Programs for Persons with Co-Occurring Mental Illness and Substance Abuse Problems, Community Mental Health Data Set Development, and Comprehensive Community Services.

The requirements associated with the expenditure of the MHBG Community Aids Formula Allocation may change upon federal approval of the MHBG FY 2014 requirements.

In addition to reporting CY 2013 expenditures, counties must use the DHS Form [F-00251](#) (Community Mental Health Services Block Grant – 2013 Report and 2015 Plan) (Word Fillable, 88KB), to submit a plan for the expenditure of their CY 2015 Community Aids Formula Allocation.

The CY 2015 Expenditures Plan is due by **July 25, 2014**. The plan should follow the requirements described in this memo.

Priority for Serving Individuals Who are Homeless

In CY 2005, a priority for DHS and DMHSAS was added to improve efforts to serve persons with a SMI who are homeless either through immediate action or priority placement on a wait list. Counties are requested to prioritize the reporting of persons who are homeless and have a serious mental illness through the Program Participation System (PPS). The primary objective of prioritizing persons with a serious mental illness who are homeless is to provide this population with better access to all mainstream mental health services. Mental Health Block Grant funds can be dedicated to **ANY** of the priority program areas to provide mainstream mental health services to persons with a serious mental illness who are homeless. PPS data will be used by DMHSAS to report on services provided to persons who are homeless. All PPS data must be completed for all consumers with a serious mental illness who are homeless regardless of whether the MHBG is used to fund their services.

Data describing individuals whom are homeless shall be recorded in PPS fields as follows:

- Code 80 indicating an individual is homeless should be recorded as a Client Characteristic, and
- For individuals who meet the Blue Ribbon Commission (BRC) criteria for inclusion in the Consumer Status Data Set (CSDS), Code 1 indicating the individual lives on the street or in a shelter should be recorded to describe their Residential Arrangement.

Data Reporting Requirements

Every year, the State must report data to the federal Center for Mental Health Services (CMHS) as part of the annual MHBG application. Thus, data collection and reporting remains a priority area for DMHSAS. Mental health information from the CSDS must be reported through PPS in a timely manner. All data is critical to the Department of Health Services and county agencies in measuring performance outcomes. Failure to report data could result in the county not receiving their full MHBG allocation.

Subrecipient Monitoring Requirement

Counties that use their MHBG allocation to fund subrecipient agencies for services must implement fiscal monitoring and oversight to assure the subrecipient is in compliance with Public Law 102-321 (Section 1911(b) and 1912(b) as outlined in attachment 2.

Action Summary

This Memo outlines a reporting process with priority areas. Counties are required to report data and to develop performance targets. This memo supersedes Memo: DMHSAS Numbered Memo 2013-01 Action, relating to MHBG reporting. **Return the completed form F-00251 no later than July 25, 2014.**

The form requirements are:

- Summarize activities, expenditures, and outcomes related to the Mental Health Block Grant Community Aids Formula Allocation in CY 2013;
- Indicate your spending plan for the CY 2015 Community Aids Formula Allocation; and
- Indicate the number of individuals served by the mental health block grant in CY 2013;
- Submit one (1) copy of the completed County Reporting Form to your Area Administrator and one (1) copy to the Division of Mental Health and Substance Abuse Services.

Counties must submit a signed copy of F-00251. This signed form may be submitted electronically via email to Mental Health Planner Ryan Stachoviak at Ryan.Stachoviak@wisconsin.gov. Alternatively, signed hard copies may also be mailed or faxed (see Ryan Stachoviak's contact information below).

For additional information and questions regarding this memo:

Regional Office Contact:

Area Administrators

Central Office Contact:

Ryan Stachoviak
Department of Health Services
Division of Mental Health and Substance Abuse Services
1 W. Wilson St., Room 851
Madison, WI 53703-7851
Telephone: (608) 261-9316
Fax: (608) 267-7793
Email: Ryan.Stachoviak@wisconsin.gov

Forms:

DHS Form [F-00251](#): Community Mental Health Services Block Grant – 2013 Report and 2015 Plan (Word Fillable, 88KB)

Attachments:

Attachment 1: [Community Aids Formula Allocation for Calendar Year 2015](#) (PDF, 19KB)

Attachment 2: [2015 Mental Health Block Grant Requirements](#) (PDF, 40KB)

Memo Websites:

[DLTC / DMHSAS Memo Series web page](#)

[DLTC and DMHSAS Memo Series E-mail Subscription Services web page](#)

Subscribing to the DLTC and DMHSAS Memo Series Listserv can be done from this page. You will receive a notice each time a new memo is released, which will include a link to the online version of the memo.