



Date: May 14, 2019

DCTS Action Memo 2019-07

To: County Departments of Community Programs  
County Departments of Health and Human Services  
County Departments of Human Services

From: Rose Kleman, Administrator

## Applications for Community Mental Health Services Block Grant Supplemental Awards

### Document Summary

This memo outlines the process and requirements to request additional Community Mental Health Services Block Grant (MHBG) funding from the Department of Health Services (DHS), Division of Care and Treatment Services (DCTS), for the period of January 1 through September 30, 2019, and October 1, 2019, through September 30, 2020. These funds are to be utilized to supplement current community mental health services and address unmet needs or gaps in services.

### Background

DCTS is annually awarded an MHBG (CFDA# [93.958](#)) from the federal Center for Mental Health Services (CMHS) within the Substance Abuse and Mental Health Services Administration (SAMHSA). In federal fiscal year (FFY) 2018 Wisconsin received a MHBG award of \$11,122,581. A total of \$1,200,000 is being made available to county mental health systems to augment current services in FFY 2019 for the period of January 1 through September 30, 2019. These funds must be spent by September 30, 2019. Carryover into future fiscal years is not allowed. An additional \$2,400,000 will be made available in FFY 2020 for a period of October 1, 2019, to September 30, 2020. Funding beyond FFY 2020 should not be anticipated.

### Eligibility for Funding

All counties and/or county consortiums are eligible to receive funding in the amount detailed in Table 1. Awards are commensurate to the percentage of the overall program funds received by the county via the MHBG Community Aids Award.

To apply for funding an authorized county representative must communicate acceptance of the award and the terms detailed in this memo by emailing Ryan Stachoviak at [ryan.stachoviak@dhs.wisconsin.gov](mailto:ryan.stachoviak@dhs.wisconsin.gov) no later than May 29, 2019. This email should include the following:

- Confirmation of acceptance of the terms of the memo and the funding.
- Confirmation that the agency is accepting funding for both FFY 2019 and FFY 2020. If only one year of funding is accepted, please note which year the agency accepts.
- Confirmation that the agency accepts the full amount of the award the agency is eligible to receive as detailed in Table 1. Agencies may accept a lower amount if it is anticipated that the full award not

will not be utilized.

- The name, title, and contact information of the person authorized to commit the agency to the terms of the contract.

Any acceptance communications from agencies received after May 29, 2019, may not receive funding. A standalone contract, with the period of January 1 through September 30, 2019, will then be delivered to each agency for signature. A separate contract will be delivered at a later date for FFY 2020 funding.

## **Reporting Requirements**

Recipients of this funding will be required to submit an online report at the conclusion of the contract period. The report will require the recipient to provide information on expenditures, including the use of the funding by the program area categories allowable in this memo. Recipients will also be required to provide a narrative detailing what was achieved with the funds and how many people were served using the funds. In addition to reporting on the outcomes of the FFY 2019 funding in this report, recipients will also be required to submit a plan for the FFY 2020 MHBG Supplemental Awards funding. Additional information regarding the process for completing this report will be provided at a later date.

## **Community Mental Health Services Block Grant Supplemental Awards Expenditure Requirements**

Federal and state requirements associated with the expenditure of these funds are described in detail on pages 6 and 7 of this memo. Some of these requirements include how the funds are to be used:

- For activities associated with community mental health services.
- For services to adults with serious mental illness (SMI) or children with severe emotional disorders (SED).

DCTS has identified 10 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 people with co-occurring mental illness and substance use problems, community mental health data set development, Comprehensive Community Services (CCS), and early intervention services for youth and young adults experiencing an early serious mental illness.

Counties that use their allocation to fund sub-recipient agencies for services must implement fiscal monitoring and oversight to ensure the sub-recipient is in compliance with [Public Law 102-321, Section 1911\(b\) and 1912\(b\)](#), as outlined on pages 6 and 7 of this memo.

## **Informational Conference Call**

A conference call will be held to answer any questions related to this funding. This call will be held on Tuesday, May 21, 2019, from 12:00-1:00 p.m. To join the conference, call 1-877-820-7831 and use passcode 142792. Contact Ryan Stachoviak at [ryan.stachoviak@dhs.wisconsin.gov](mailto:ryan.stachoviak@dhs.wisconsin.gov) with questions about this conference call.

## **REGIONAL OFFICE CONTACT**

[Area Administrators](#)

## **CENTRAL OFFICE CONTACT**

Ryan Stachoviak

Bureau of Prevention Treatment and Recovery

Division of Care and Treatment Services

Department of Health Services

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**Table 1: Community Mental Health Services Block Grant Supplemental Awards**

Agency	FFY 2019	FFY 2020
ADAMS COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	4,085	8,170
ASHLAND COUNTY HUMAN SERVICES DEPARTMENT	4,574	9,148
BARRON COUNTY HUMAN SERVICES DEPARTMENT	9,580	19,160
BAYFIELD COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	3,511	7,022
BROWN COUNTY DEPARTMENT OF HUMAN SERVICES	46,952	93,904
BUFFALO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES	3,725	7,450
BURNETT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES	3,461	6,922
CALUMET COUNTY DEPARTMENT OF HUMAN SERVICES	5,915	11,830
CHIPPEWA COUNTY DEPARTMENT OF HUMAN SERVICES	12,909	25,818
CLARK COUNTY COMMUNITY SERVICES	7,654	15,308
COLUMBIA COUNTY HUMAN SERVICES DEPARTMENT	8,030	16,060
CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT	3,790	7,580
DANE COUNTY DEPARTMENT OF HUMAN SERVICES	76,437	152,874
DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT	14,804	29,608
DOOR COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	3,660	7,320
DOUGLAS COUNTY HUMAN SERVICES	12,209	24,418
DUNN COUNTY DEPARTMENT OF HUMAN SERVICES	8,954	17,908
EAU CLAIRE COUNTY DEPARTMENT OF HUMAN SERVICES	24,621	49,242
FLORENCE COUNTY HUMAN SERVICES DEPARTMENT	1,640	3,280
FOND DU LAC COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	17,812	35,624
FOREST, ONEIDA, VILAS HUMAN SERVICES CENTER	11,752	23,504
GRANT-IOWA UNIFIED BOARD	14,361	28,722
GREEN COUNTY HUMAN SERVICES	5,516	11,032
GREEN LAKE COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT	3,249	6,498
IRON COUNTY DEPARTMENT OF HUMAN SERVICES	1,729	3,458
JACKSON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES	4,260	8,520
JEFFERSON COUNTY HUMAN SERVICE DEPARTMENT	12,475	24,950
JUNEAU COUNTY DEPARTMENT OF HUMAN SERVICES	5,166	10,332
KENOSHA COUNTY DEPARTMENT OF HUMAN SERVICES	34,764	69,528
KEWAUNEE COUNTY DEPARTMENT OF HUMAN SERVICES	3,574	7,148
LA CROSSE COUNTY HUMAN SERVICES DEPARTMENT	27,109	54,218
LAFAYETTE COUNTY HUMAN SERVICES	3,717	7,434
NORTH CENTRAL COMMUNITY SERVICES PROGRAM (LANGLADE/LINCOLN/MARATHON)	34,324	68,648
MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT	16,771	33,542
MARINETTE COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT	8,944	17,888
MARQUETTE COUNTY UNIFIED SERVICES BOARD	3,067	6,134
MENOMINEE COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT	2,746	5,492
MILWAUKEE COUNTY DEPARTMENT OF HUMAN SERVICES	327,483	654,966

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES	8,741	17,482
OCONTO COUNTY DEPARTMENT OF HUMAN SERVICES	6,375	12,750
OUTAGAMIE COUNTY DEPARTMENT OF HUMAN SERVICES	30,616	61,232
OZAUKEE COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	12,047	24,094
PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES	2,289	4,578
PIERCE COUNTY DEPARTMENT OF HUMAN SERVICES	6,327	12,654
POLK COUNTY HUMAN SERVICES DEPARTMENT	8,185	16,370
PORTAGE COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT	12,170	24,340
PRICE COUNTY HUMAN SERVICES DEPARTMENT	3,833	7,666
RACINE COUNTY HUMAN SERVICES DEPARTMENT	47,977	95,954
RICHLAND COUNTY COMMUNITY PROGRAMS	4,519	9,038
ROCK COUNTY HUMAN SERVICES DEPARTMENT	35,002	70,004
RUSK COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT	4,613	9,226
SAUK COUNTY DEPARTMENT OF HUMAN SERVICES	8,375	16,750
SAWYER COUNTY HEALTH AND HUMAN SERVICES	3,889	7,778
SHAWANO COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	7,928	15,856
SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICE DEPARTMENT	24,444	48,888
ST. CROIX COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT	8,369	16,738
TAYLOR COUNTY HUMAN SERVICES DEPARTMENT	4,318	8,636
TREMPEALEAU COUNTY UNIFIED BOARD	7,529	15,058
VERNON COUNTY DEPARTMENT OF HUMAN SERVICES	5,917	11,834
WALWORTH COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES	10,506	21,012
WASHBURN COUNTY HUMAN SERVICES DEPARTMENT	4,004	8,008
WASHINGTON COUNTY HUMAN SERVICES DEPARTMENT	17,890	35,780
WAUKESHA COUNTY HUMAN SERVICES DEPARTMENT	52,265	104,530
WAUPACA COUNTY DEPARTMENT OF HUMAN SERVICES	9,924	19,848
WAUSHARA COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	4,981	9,962
WINNEBAGO COUNTY DEPARTMENT OF COMMUNITY PROGRAMS	32,925	65,850
WOOD COUNTY UNIFIED SERVICES	18,712	37,424

## **Supplemental Awards Requirements**

### **Client eligibility for services**

With respect to [Public Law 102-321, Section 1911\(b\) and 1912\(b\)](#), CMHS established final definitions for the target populations that would be serviced by funds from the MHBG. These definitions apply directly to those county programs using these funds. Funds may be used only to provide services to mental health consumers who meet the following definitions. DHS is responsible to assure CMHS that these funds are appropriately used.

### **Definitions of children and adolescents with SED**

Pursuant to [Section 1911\(c\) of the Public Health Service Act](#) "children with a serious emotional disturbance" are (1) from birth up to age 18 and (2) who currently have, or at any time during the last year, had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-III-R. [Federal Register Volume 58 No. 96](#) published May 20, 1993, pages 29,422 through 29,425.

### **Definition of adults with an SMI**

Pursuant to Section 1912(c) of the Public Health Service Act, as amended by [Public Law 102-321](#), "adults with a serious mental illness" are people: (1) age 18 and over; (2) who currently have, or at any time during the past year, had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-IV or their ICD-9-CM equivalent (and subsequent revisions) with the exception of DSM-IV "V" codes, substance use disorders, and developmental disorders, which are excluded, unless they co-occur with another diagnosable serious mental illness; and (3) that has resulted in functional impairment, which substantially interferes with or limits one or more major life activities. [Federal Register Volume 58 No. 96](#) published May 20, 1993, pages 29422 through 29425.

### **Allowable services**

The purpose of these funds is to expand the county-operated or contracted system of community-based services for adults with SMI and children with SED. These funds must be used to initiate new programs, or significantly strengthen existing programs for these population categories, refer to PL 102-321, Section 1916(a).

### **Program priority areas**

Funds from this award are to be used to expand a number of these services; specifically, the funds allocated to county programs may be used for the following program priority areas:

- Certified CSP development and service delivery
- Supported housing program development and service delivery
- Initiatives to divert people from jails to mental health services
- Development and expansion of mobile crisis intervention programs
- Consumer peer support and self-help activities
- Coordinated, comprehensive services for children with SED
- Development of strategies and services for people with co-occurring mental health and substance abuse disorders
- Mental health outcome data system improvement
- Certified CCS program development and service delivery
- Early intervention services for youth and young adults experiencing an early SMI

**Restrictions on funds**

The Allowable Costs Manual states that capital equipment requests that exceed \$5,000 require a waiver from DCTS. All items that exceed \$5,000 should be justified in the appropriate section of the online reporting form. This section requires that a request for capital equipment be tied to the goals of the proposal.

Agencies may not expend the funds to:

- Provide inpatient services or services in a community-based residential facility.
- Make cash payments to intended recipients of health services.
- Purchase or improve land; purchase, construct, or permanently improve a building or other facility; pay down payments or mortgage for property; or purchase major medical equipment.
- Satisfy any requirement for the expenditure of nonfederal funds as a condition for the receipt of federal funds, that is, medical assistance match for CSP, CCS, or case management services.
- Provide financial assistance to any entity other than a public or nonprofit private entity.
- Supplant existing funding for services for adults with SMI or children with SED.