Date: June 22, 2020

To: Subscribers of the DCTS Action Memo Series Email Distribution List

From: Rose Kleman, Administrator

Request for Applications: Behavioral Health Treatment for Long-Term Care Facility Staff Impacted by COVID-19

*This memo was updated June 23, 2020, to reflect that for-profit agencies are eligible to apply for this funding*

Document summary
This memo outlines the process and requirements to apply for funding from the Department of Health Services for the purpose of providing behavioral health treatment and recovery support services to staff at long-term care facilities impacted by the COVID-19 pandemic. Multiple grants may be awarded based on availability of funds and the number of applications. Applications received by July 10, 2020, will be prioritized.

Background
The Division of Care and Treatment Services (DCTS) received approximately $2,000,000 in federal Coronavirus Aid, Relief, and Economic Security Act (CARES) funding through the Substance Abuse and Mental Health Services Administration to support Wisconsin’s behavioral health response to the COVID-19 pandemic. More than $1.5 million of this funding has already been allocated to seven counties and one nonprofit organization to expand services for people of all ages with mental health and substance use challenges. DCTS has set aside $58,203 from this grant award for the provision of behavioral health treatment and recovery support services to staff of long-term care facilities impacted by the COVID-19 pandemic. This funding is available until August 30, 2021.

Eligibility for funding
Tribes, counties, municipalities, for-profit agencies, and nonprofit agencies in Wisconsin are eligible to apply for funding. Priority will be given to applicants who are able to provide services statewide and demonstrate outreach to areas with a high number of COVID-19 cases. Joint applications from eligible entities will be accepted.

Requirements
- Provide evidence-based behavioral health services to staff of long-term care facilities that have been directly impacted by the COVID-10 pandemic. Services must be provided by Wisconsin licensed behavioral health professionals in good standing. Services may be delivered through telehealth.
- Screen and assess clients for the presence of COVID-19 related behavioral health issues and use the information obtained from the screening and assessment to develop appropriate treatment and recovery approaches. Examples of possible services include de-escalation and brief counseling.
- Refer clients to more intensive services as necessary.

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Grant recipients must utilize third party reimbursements and other revenue realized from the provision of services to the extent possible and use these grant funds only for services to individuals who are not covered by public or commercial health insurance programs, individuals for whom coverage has been formally determined to be unaffordable, or for services that are not sufficiently covered by an individual’s health insurance plan. Grant recipients are also expected to facilitate the health insurance application and enrollment process for eligible uninsured clients.

No more than 20 percent of the total grant award may be used for administration, data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

**Application process**

Applicants must complete and submit the following documents:

- **DCTS Annual Grant/Contract Application: Condensed, F-21276C**
- **DCTS Summary Line Item Budget: Condensed, F-01601C**

All fields in each form must be completed. The DCTS Annual Grant/Contract Application: Condensed, F-21276C, must be received in Word document format. The DCTS Summary Line Item Budget: Condensed, F-01601C, must be received in Excel document format. Alternative versions of these documents will not be accepted.

Only one application will be accepted from each agency.

The DCTS Annual Grant/Contract Application: Condensed, F-2127C, must include a brief narrative written by the agency that describes the services to be offered to staff of long-term care facilities impacted by the COVID-19 pandemic. Address the following questions in this brief narrative:

- How would you ensure that staff of long-term care facilities most impacted by COVID-19 would be served?
- How would outreach be done to the targeted long-term care facilities? How would you ensure that all staff of the targeted long-term care facilities that need services will know that these services exist? What would be the process for accessing services?
- What would the services look like? Include items such as initial intake, number of visits, potential treatment, accessing progress, referrals, and termination/discharge. Describe capacity and experience to provide these services using telehealth.
- Describe how the funds will be used to meet the program goals and objectives.
- Describe any existing relationship between the agency and staff of long-term care facilities? How will this relationship facilitate achievement of the goals and objectives of this funding? If no relationship currently exists, how would one be developed?
- How will overall success of this program be measured?

Applications received by July 10, 2020, will be prioritized. Applications received after July 10, 2020, will be considered based on availability of funds. The processing of applications received after July 10, 2020, may be delayed.
Applications must be emailed to Donna Wrenn with the subject line: “Application for COVID-19 Funding”

After review of the applications, staff from DCTS will contact successful applicants to discuss eligibility of funding and negotiate terms of the grant.

**Reporting**

Recipients of this funding will be required to submit a report at the conclusion of the contract period. The report will require the recipient to provide information on expenditures. Recipients will also be required to provide a narrative detailing achievements and outcomes with the funds and how many people were served using the funds. Additional information regarding the process for completing this report will be provided at a later date.

**CENTRAL OFFICE CONTACT**

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