

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

Date: June 4, 2012
DMHSAS Numbered Memo 2012-03 **Action**
(This replaces DMHSAS Memo 2011-03)

RE: Mental Health 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 Services 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 2011 (CY 2011) and expenditure requirements for the use of CY 2013 MHBG funds. Counties are required to comply with the Human Services Reporting System (HSRS) reporting requirements including the Consumer Status Data Set. 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 20, 2012.**

The report is a MS Word, form fillable document and is available on the Department of Health Services (DHS) Forms Website. You should disregard any previous Division of Mental Health and Substance Abuse Services (DMHSAS) memos relating to the MHBG reporting requirements.

Background

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 2011 Community Aids Formula Allocation and the county expenditure requirements for the upcoming 2013 Community Aids Formula Allocation.

Community Aids Formula Allocation Reporting for 2011

The MHBG award carries reporting requirements on how the funding is spent. As a result, DMHSAS requires counties to report on how much of their formula allocation was spent and for what purposes. The requirements for spending the 2011 MHBG funds were described in DMHSAS Numbered Memo 2011-03 Action. Counties' deadline for reporting expenditures and outcomes for the 2011 Community Aids Formula Allocation is July 20, 2012. Use the **DHS Form [F-00251](#)** (Word fillable, 88KB) to record county expenditures in the nine allowable expenditure categories and record the associated outcomes for those expenditures on page 2. Return copies

of the completed County Reporting Form to your Area Administrator and DMHSAS as specified in the Action Summary below.

Community Aids Formula Allocation Expenditures for 2012

DMHSAS received \$8,015,911 in MHBG funding for Federal Fiscal Year 2012. Counties' allocations for CY 2012 must be spent *by December 31, 2012* 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, 2012*. If you have questions contact Brad Munger at DHS.

Community Aids Formula Allocation Amounts for 2013

DMHSAS projects it will receive a reduction in MHBG funds for 2013. The anticipated amount of funding for 2013 is \$6,877,044. Of the projected \$6,877,044 in 2013 MHBG funds, the Division is tentatively allocating \$2,513,400 to county programs using the Community Aids Formula. The potential for reductions in MHBG funding is related to federal changes in Wisconsin's state formula allocation and the federal Budget Control Act. DMHSAS will not be informed of final MHBG allocations until the federal budget is passed. [Attachment 1](#), Community Aids Formula Allocation for Calendar Year 2013, lists the projected allocation for each county Department of Community Programs or Human Services. (PDF, 37KB)

The federal and state requirements associated with the expenditure of the MHBG Community Aids Formula Allocation funds are described in detail in [Attachment 2](#), 2013 Mental Health Block Grant Requirements. (PDF, 55KB)

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), Comprehensive Community Services (CCS), 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 Mental Illness and Substance Abuse Problems and Community Mental Health Data Set Development.

In addition to reporting CY 2011 expenditures, counties must use the **DHS Form F-00251** (Community Mental Health Services Block Grant – 2011 Report and 2013 Plan) (Word Fillable, 88KB), to submit a plan for the expenditure of their CY 2013 Community Aids Formula Allocation. The CY 2013 Expenditures Plan is due **by July 20, 2012**. 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 SMI through the HSRS. The primary objective of prioritizing persons with a SMI who are homeless is to provide this population with better access to all mainstream mental health services. MHBG funds can be dedicated to **ANY** of the priority program areas to provide mainstream mental health services to persons with a SMI who are homeless. HSRS data will be used by DMHSAS to report on services provided to persons who are homeless. All HSRS data must be completed for all consumers with a SMI who are homeless regardless of whether the MHBG is used to fund their services.

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

- Code 80 indicating an individual is homeless should be recorded as a **Client Characteristic** (Field 7).
- For individuals who meet the 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** (Field 37).

Every year, the State must report data to the federal 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 HSRS in a timely manner. All data is critical to DHS and county agencies in measuring performance outcomes.

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 2011-03 Action, relating to MHBG reporting.

Return the completed form F-00251 no later than July 20, 2012.

The form requirements are:

- Summarize activities, expenditures, and outcomes related to the Mental Health Block Grant Community Aids Formula Allocation in CY 2011.
- Indicate your spending plan for the CY 2013 Community Aids Formula Allocation.
- 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 are encouraged to submit the responses electronically; however one hard copy must be sent or faxed to the Division of Mental Health and Substance Abuse Services, Central Office Contact, Brad Munger.

For additional information and questions regarding this memo:

Regional Office Contact:

Area Administrators

Central Office Contact:

Brad Munger
Department of Health Services
Division of Mental Health and Substance Abuse Services
1 W. Wilson St., Room 851
Madison, WI 53703-7851
Telephone: (608) 266-2754
Fax: (608) 267-7793
Email: Brad.Munger@Wisconsin.gov

Forms:

DHS Form [F-00251](#): Community Mental Health Services Block Grant – 2011 Report and 2013 Plan (Word Fillable, 88KB)

Attachments:

[Attachment 1](#): Community Aids Formula Allocation for Calendar Year 2013 (PDF, 37KB)
[Attachment 2](#): 2013 Mental Health Block Grant Requirements (PDF, 55KB)

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

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