

**Mental Health Services Act (MHSA)
Capital Facilities and Technological Needs**

**PROPOSED GUIDELINES
for completing the
CAPITAL FACILITIES AND TECHNOLOGICAL
NEEDS COMPONENT PROPOSAL
of the
COUNTY'S THREE-YEAR PROGRAM AND
EXPENDITURE PLAN**

March 18, 2008

**Mental Health Services Act
Capital Facilities and Technological Needs
Component Proposal**

Table of Contents

PART I: PURPOSE AND BACKGROUND	3
PART II: PLANNING ESTIMATE AND PROPOSAL FUNDING	4
PART III: CAPITAL FACILITIES AND TECHNOLOGICAL NEEDS	
COMPONENT PROPOSAL REQUIREMENTS.....	5
Exhibit Descriptions.....	6
Component Exhibit 1. Face Sheet	6
Component Exhibit 2. Narrative	6
Component Exhibit 3. Capital Facilities Needs Listing	6
Component Exhibit 4. Technological Needs Listing	6
PART IV: PLANNING AND SUBMISSION GUIDELINES.....	7
Planning	7
Submission	7
Funds Issued After Approval	8
Review and Approval	8
Component Exhibit 1	9
Capital Facilities and Technological Needs Face Sheet	9
Component Exhibit 2	11
COMPONENT PROPOSAL NARRATIVE	11
1. Framework and Goal Support.....	11
2. Stakeholder Involvement	12
Component Exhibit 3	13
COMPONENT PROPOSAL: CAPITAL FACILITIES NEEDS.....	13
Component Exhibit 4	14
COMPONENT PROPOSAL: TECHNOLOGICAL NEEDS	14

PART I: PURPOSE AND BACKGROUND

Purpose: The purpose of this document is to set forth proposed guidelines for the submission of the Capital Facilities and Technological Needs Component Proposal that each County mental health department shall submit as part of its Three-Year Program and Expenditure Plan (Three-Year Plan). The Component Proposal encompasses Capital Facilities and Technological Needs together pursuant to direction provided further in this document. The Component Proposal must provide an overview of how the County expects to utilize the available funding and how the Component Proposal supports the goals of the Mental Health Services Act (MHSA) as stated in the County's Three-Year Program and Expenditure Plan. Funding requests to support this Component Proposal will be made via Capital Facilities and/or Technological Needs Project Proposal(s). See Enclosures 2 (Capital Facilities) and 3 (Technological Needs) of this Department of Mental Health (DMH, Department) Information Notice for information regarding the submission of the Project Proposals.

Background: The MHSA provides funding for services and resources that promote wellness, recovery, and resiliency for adults and older adults with severe mental illness and for children and youth with serious emotional disturbances and their family members. A portion of the MHSA funds have been specifically set aside for Capital Facilities and Technological Needs pursuant to Welfare and Institutions Code (WIC) Section 5892(a)(2) to promote the efficient implementation of the MHSA. Beginning Fiscal Year 2008/2009, Counties may use a portion of their MHSA Community Services and Support (CSS) funding for capital facilities and technological needs as specified in Section 5892(b).

Each County's Capital Facilities and Technological Needs Component Proposal and the Capital Facilities and/or Technological Needs Project Proposals must support the goals of the MHSA and the provision of MHSA services. The planned use of the Capital Facilities and Technological Needs funds should produce long-term impacts with lasting benefits that move the mental health system towards the goals of wellness, recovery, resiliency, cultural competence, prevention/early intervention, and expansion of opportunities for accessible community-based services for clients and their families which promote reduction in disparities to underserved groups. These efforts include development of a variety of technology uses and strategies and/or of community-based facilities which support integrated service experiences that are culturally and linguistically appropriate. Funds may also be used to support an increase in peer-support and consumer-run facilities, development of community-based, less restrictive settings that will reduce the need for incarceration or institutionalization, and the development of a technological infrastructure for the mental health system to facilitate the highest quality, cost-effective services and supports for clients and their families.

The long-term goal of DMH is to develop an Integrated Information Systems Infrastructure where all counties can securely access and exchange information. This infrastructure will provide the local service sites with client demographic information, locations of previous services and critical clinical information for

coordination of care purposes. The infrastructure will allow different County systems to share information across a secure network environment both inside and outside their respective counties. Counties and their contract medical and mental health providers, hospital emergency departments, laboratories, pharmacies, clients and their families could all securely access and exchange information through the infrastructure.

The foundation for an Integrated Information Systems Infrastructure is the Electronic Health Record (EHR) system, which is a secure, real-time, point-of-care, client-centric, information resource for service providers. The goals of MHSA will be achieved as Counties assess their current state of technological readiness and develop and implement roadmaps for technological improvements over time. The *Roadmap* will define the plan, schedule and approach to achieving an Integrated Information Systems Infrastructure. It will include proposed project milestones and cost estimates as well as plans for vendor selection, training, communication, and workflow assessment (see Enclosure 3 for more details on the *Roadmap*).

PART II: PLANNING ESTIMATE AND PROPOSAL FUNDING

WIC Sections 5892(a)(2) and 5892(e) identify the percentage of MHSA revenues reserved for the Capital Facilities and Technological Needs Component Proposal. At this time, the maximum amount of Capital Facilities and Technological Needs funding available to each County is provided in the DMH Information Notice 08-02. County mental health programs must submit a Capital Facilities and Technological Needs Component Proposal (Enclosure 1), which must be approved by DMH in order for DMH to approve a request for MHSA funding under this Component Proposal via Capital Facilities Project Proposal(s) (Enclosure 2) and/or Technological Needs Project Proposal(s) (Enclosure 3). The sum of all project proposal funding requests may not exceed the total Capital Facilities and Technological Needs Planning Estimate identified for each County. Pursuant to Section WIC 5892(h) MHSA funds dedicated to the Capital Facilities and Technological Needs Component Proposal must be used within ten years or they will revert back to the State Mental Health Services Fund (MHS Fund) for redistribution to all participating Counties.

The amount shown in DMH Information Notice 08-02 represents the initial funding amount for the Capital Facilities and Technological Needs Component Proposal based on actual deposits into the State MHS Fund through July 2, 2007. Additional MHSA funding will be identified for the Capital Facilities and Technological Needs Component Proposal in the future based on actual deposits into the State MHS Fund through June 30, 2008. Counties may access the additional Capital Facilities and Technological Needs funding through Project Proposals which serve as updates to the Three-Year Plans. Counties also may request funds from the Community Services and Supports Component for Capital Facilities and Technological Needs beginning in FY 2008-09 provided that the total amount requested for capital facilities and technological needs, workforce education and training needs and the Prudent Reserve does not exceed 20

percent of the average amount of funds allocated to the County for the previous five years (WIC Section 5892(b)).

Capital Facilities and Technological Needs projects that benefit more than only the mental health system must include revenues from other funding sources so that the net cost to the MHSA is reflective of the benefit received by the mental health system. The County should use a reasonable allocation approach to determine the share of a Project's cost related to the MHSA, such as percentage of square feet or the number of clients served within programs (e.g. Mental Health clients versus Primary Health Care). The County must also comply with WIC Section 5891 and Section 3410 of Title 9 of the California Code of Regulations (CCR) addressing County obligations regarding non-supplantation.

PART III: CAPITAL FACILITIES AND TECHNOLOGICAL NEEDS COMPONENT PROPOSAL REQUIREMENTS

Each County will be responsible for submitting a Capital Facilities and Technological Needs Component Proposal. The Component Proposal will provide an overview of future Capital Facilities and Technological Needs projects. The County is expected to draft a Capital Facilities and Technological Needs Component Proposal that will identify the County's capital facilities and technological needs within the overall Capital Facilities and Technological Needs Planning Estimate by reviewing the initial CSS stakeholder process and CSS Component and priorities, including any work done with Prevention and Early Intervention and/or Innovation and CSS One-Time Technology Funding, and the input from the Capital Facilities and Technological Needs Component Proposal stakeholder process. Counties may submit a Component Proposal that addresses both their capital facilities and technological needs or only one segment of the component. Since Counties may begin their Capital Facilities and Technological Needs stakeholder processes at different times, they may later update their Component Proposal as long as they remain within their overall Planning Estimate and submit updates to any impacted project proposals. Project Proposals may be submitted with the Component Proposal or separately as updates to the Three Year Plan.

Exhibit Descriptions

For submission of a complete Capital Facilities and Technological Needs Component Proposal, the County should complete the following exhibits:

Component Exhibit 1. Face Sheet

This exhibit is a signed verification by the County's mental health director that all requirements for the Capital Facilities and Technological Needs Component Proposal have been considered and will be followed. It also provides the name and contact information of the director's designated point of contact for all matters related to this Component Proposal.

Component Exhibit 2. Narrative

Submit a narrative which addresses the following:

1. Framework and Goal Support:

Submit a brief narrative that provides a conceptual overview of how the County plans to use the Capital Facilities and/or Technological Needs Component funds to support the provision of programs and services to be implemented through the MHSA. Include how the component will produce long-term impacts with lasting benefits that move the mental health system towards the goals of expansion of opportunities for accessible community-based services for clients and their families.

Include a proposed distribution of funds between Capital Facilities and Technological Needs.

2. Stakeholder Involvement:

Include a description of stakeholder involvement in identification of the County's Capital Facilities and/or Technological Needs priorities in accordance with Title 9 (Sections 3300, 3310, and 3315) of the California Code of Regulations.

Component Exhibit 3. Capital Facilities Needs Listing

Submit a listing of capital facility needs. The listing may include, but is not limited to:

- Types and numbers of facilities needed
- Possible County locations for needed facilities
- MHSA programs and services to be provided or if need administrative offices
- Target populations to be served

Component Exhibit 4. Technological Needs Listing

Submit a listing of the technological needs which meet your goals of modernization/transformation or client/family empowerment as your county moves toward an Integrated Information Systems Infrastructure. Examples are listed in Exhibit 4 and described in further detail in Enclosure 3.

PART IV: PLANNING AND SUBMISSION GUIDELINES

Planning

The comprehensive planning process undertaken by Counties in developing the initial CSS Component of their Three-Year Program and Expenditure Plan should provide the foundation for future planning processes. Counties are encouraged to develop on-going planning and monitoring stakeholder committees, and to use and augment these groups as needed for the particular planning and oversight expertise for each MHSA Component Proposal. Planning processes for new Component Proposals and on-going planning for all Component Proposals should continually augment and strengthen what is already in place. In this way, Counties will be able to develop an informed constituency, while continually reaching out to broaden diversity and expertise.

The local planning for proposed Capital Facilities and Technological Needs expenditures should revisit the priorities and discussions documented in previous MHSA planning processes. As Counties move toward modernization and transformation of their infrastructure and address the goal of increasing client and family empowerment, reducing disparities, and increasing access and appropriateness of care, they should focus upon getting additional input from stakeholders with experience and expertise in these subject areas. The County shall ensure that on-going stakeholder committees and/or key stakeholders are informed and directly involved regarding recommendations for proposed projects.

Consistent with MHSA statutory requirements WIC Sections 5848(a) and (b) and Title 9, CCR Sections 3300 and 3315, each County Capital Facilities and Technological Needs Component Proposal and each Capital Facilities Project Proposal and Technological Needs Project Proposal shall be developed with local stakeholders and made available in draft form and circulated for review and comment for at least 30 days to representatives of stakeholder interests and any interested party who has requested a copy of the documents. Pursuant to WIC Section 5848(b), the local mental health board shall conduct a public hearing on the draft Capital Facilities and Technological Needs Component Proposal. The County shall submit a summary and analysis of any substantive revisions made to their proposed Component Proposal as a result of stakeholder input. No public hearing is required for Capital Facilities Project Proposals and Technological Needs Project Proposals submitted as updates to the approved Three-Year Plan. As noted in DMH Information Notice 06-13, funds are available for technology planning and assessment consultants to assist in the planning process.

Submission

Capital Facilities and Technological Needs Component Proposals should be submitted to the Department electronically, with one unbound paper copy that includes the appropriate signatures. Capital Facilities and Technological Needs Component Proposals will not be accepted via fax. The electronic copy of the Capital Facilities and Technological Needs Component Proposal should be emailed to DMH at the address below. An original of the completed Capital

Facilities and/or Technological Needs Component Proposal should be submitted to:

**California Department of Mental Health,
Capital Facilities and Technological Needs Component Proposal
Attn: Child and Family Program
1600 9th Street, Room 130
Sacramento, CA 95814**

MHSA-CFTN@DMH.CA.GOV

Submitted Capital Facilities and Technological Needs Component Proposals must include all four Component Exhibits.

Funds Issued After Approval

DMH Information Notice 08-02 lists a maximum amount of MHSA funding available for the County's Capital Facilities and Technological Needs Component Proposal. To receive funding the Counties must obtain DMH approval for their proposed Capital Facilities and Technological Needs Component Proposal and Project Proposal. The approved amount will be included in the executed MHSA Agreement.

Except for specified pre-development costs, Capital Facility expenditures made prior to Capital Facilities Component Proposal and subsequent Capital Facilities Project Proposal approval are not allowed. The specific, allowable pre-development costs are architectural, engineering, legal and environmental services and costs associated with site control, e.g., security deposit on purchase agreement or lease (rent) to own agreement. These costs will be reimbursable upon Capital Facilities Project Proposal approval and execution of a MHSA Agreement and shall be included in the proposed project budget and overall project cost.

Review and Approval

The review and approval process for the Capital Facilities and Technological Needs Component Proposal will be completed within sixty days assuming the County provides timely response for any additional information requested by DMH. Staff from DMH, with review and comment from the MHSA Oversight and Accountability Commission (OAC), will work closely with County staff to assist with submission, identify any needed additional information, and obtain Plan approval.

If you have further questions regarding these proposed guidelines for the Capital Facilities and Technological Needs Component Proposal, please contact your County Operations Liaison.

Component Exhibit 1

Capital Facilities and Technological Needs Face Sheet

<p>MENTAL HEALTH SERVICES ACT (MHSA) THREE-YEAR PROGRAM and EXPENDITURE PLAN CAPITAL FACILITIES and TECHNOLOGICAL NEEDS COMPONENT PROPOSAL</p>

County: _____ Date: _____

County Mental Health Director:

Printed Name

Signature

Date: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

E-mail: _____

Contact Person: _____

Phone: _____

Fax: _____

E-mail: _____

Component Exhibit 1 (continued)

COUNTY CERTIFICATION

I hereby certify that I am the official responsible for the administration of Community Mental Health Services in and for _____ County and that the following are true and correct:

This Component Proposal is consistent with the Mental Health Services Act.

This Capital Facilities and Technological Needs Component Proposal is consistent with and supportive of the standards set forth in Title 9, California Code of Regulations (CCR) Section 3320.

The County certifies that if proposing technological needs project(s), the Technological Needs Assessment, including the Roadmap for moving toward an Integrated Information Systems Infrastructure, will be submitted with the first Technological Needs Project Proposal.

This Component Proposal has been developed with the participation of stakeholders, in accordance with Title 9, CCR Sections 3300, 3310, and 3315, and with the participation of the public and our contract service providers. The draft local Capital Facilities and Technological Needs Component Proposal was circulated for 30 days to stakeholders for review and comment and a public hearing was held by the local mental health board. All input has been considered, with adjustments made, as appropriate.

Mental Health Services Act funds are and will be used in compliance with Title 9, CCR Section 3410, Non-Supplant.

All documents in the attached Component Proposal for Capital Facilities and Technological Needs are true and correct.

Date: _____ **Signature** _____
Local Mental Health Director

Executed at:

Component Exhibit 2

COMPONENT PROPOSAL NARRATIVE

1. Framework and Goal Support

Briefly describe: 1) how the County plans to use Capital Facilities and/or Technological Needs Component funds to support the programs, services and goals implemented through the MHSA, and 2) how you derived the proposed distribution of funds below.

Proposed distribution of funds:

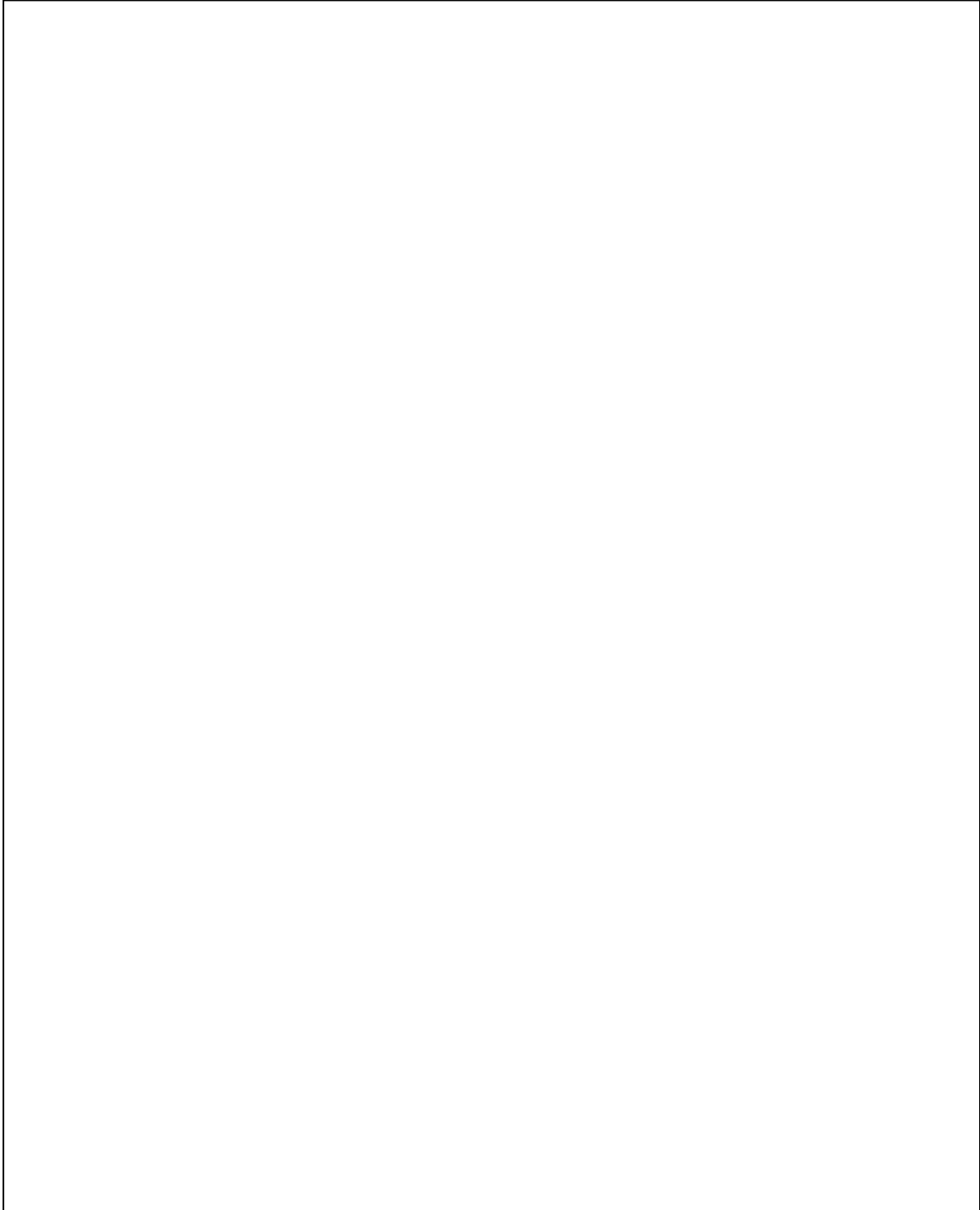
Capital Facilities \$ _____ or _____ %

Technological Needs \$ _____ or _____ %

Component Exhibit 2 (continued)

2. Stakeholder Involvement

Provide a description of stakeholder involvement in identification of the County's Capital Facilities and/or Technological Needs Component priorities along with a short summary of the Community Program Planning Process and any substantive recommendations and/or changes as a result of the stakeholder process.



Component Exhibit 3

COMPONENT PROPOSAL: CAPITAL FACILITIES NEEDS LISTING

Please list Capital Facility needs (ex: types and numbers of facilities needed, possible County locations for needed facilities, MHSA programs and services to be provided, and target populations to be served, etc.) See example table below.

Type of Facility	Number of Facilities Needed	County Location for Needed Facility	MHSA Programs & Services to be Provided	Target Populations to be Served
Wellness Centers	Two	Northern County	Youth Advocacy	TAY

Component Exhibit 4**COMPONENT PROPOSAL: TECHNOLOGICAL NEEDS**

Please check-off one or more of the technological needs which meet your goals of modernization/transformation or client/family empowerment as your county moves toward an Integrated Information Systems Infrastructure. Examples are listed below and described in further detail in Enclosure 3. If no technological needs are identified, please write "None" in the box below and include the related rationale in Exhibit 1.

- **Electronic Health Record (EHR) System Projects (check all that apply)**
 - Infrastructure, Security, Privacy
 - Practice Management
 - Clinical Data Management
 - Computerized Provider Order Entry
 - Full EHR with Interoperability Components (for example, standard data exchanges with other counties, contract providers, labs, pharmacies)
- **Client and Family Empowerment Projects**
 - Client/Family Access to Computing Resources Projects
 - Personal Health Record (PHR) System Projects
 - Online Information Resource Projects (Expansion / Leveraging information sharing services)
- **Other Technology Projects That Support MHSA Operations**
 - Telemedicine and other rural/underserved service access methods
 - Pilot projects to monitor new programs and service outcome improvement
 - Data Warehousing Projects / Decision Support
 - Imaging / Paper Conversion Projects
 - Other (Briefly Describe)