



CALIFORNIA DEPARTMENT OF
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2309

September 24, 2008

DMH INFORMATION NOTICE NO.: 08-27

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: INCREASED LEVEL OF FUNDING FOR COMMUNITY PROGRAM
PLANNING ACTIVITIES AND FUNDING AUGMENTATION TO THE
MENTAL HEALTH SERVICES ACT PREVENTION AND EARLY
INTERVENTION PLANNING ESTIMATES (FISCAL YEAR 2008-09)

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 5840, 5847,
5848, AND 5892

This Department of Mental Health (DMH) Information Notice provides notification and instructions on the following two issues related to the Prevention and Early Intervention (PEI) component of the Three-Year Program and Expenditure Plan (Three-Year Plan, Plan):

- I. An increased level of funding from the Planning Estimates is now available to support Community Program Planning¹ (CPP) and
- II. The addition of \$40 million in new funding to support PEI Projects.

The revised Planning Estimates² for each County's PEI component are reflected in the attached matrices: the Prevention and Early Intervention Revised Maximum Community Program Planning Funding (Enclosure 1) and the Prevention and Early Intervention Revised FY 2008-09 Planning Estimates for each County (Enclosure 2). This DMH Information Notice applies only to the PEI component.

I. Increased Level of Community Program Planning Funds

At its June 2008 meeting, the Mental Health Services Oversight and Accountability Commission (MHSOAC) approved the doubling of the level of PEI funds that could be used to support Community Program Planning efforts from the existing PEI Planning Estimates. The revised total

¹ The rules governing the Community Program Planning Process are set forth in 9 C.C.R. § 3300. The guidelines for PEI planning are set forth in the PEI Proposed Guidelines at http://www.dmh.ca.gov/Prop_63/MHSA/Prevention_and_Early_Intervention/docs/Rev_PEI_Guidelines_Referencing_RM.pdf

² "Planning Estimate" means the estimate provided by DMH to the County of the maximum amount of MHSA funding that the County can request for each component of the Three-Year Program and Expenditure Plan.

PEI Community Program Planning funding is \$50 million. Counties can use their unapproved PEI funds to the maximum level listed in Enclosure 1 to support their Community Program Planning activities.

Counties may find these increased funds particularly helpful when preparing and planning local activities to coordinate with the state level activities associated with the PEI Statewide Projects of Suicide Prevention, Student Mental Health, and Stigma and Discrimination Reduction. Enclosure 3 contains a description of these three statewide projects. For instance, Counties may use Community Program Planning funds to conduct a community mapping process to determine what resources are available for suicide prevention, identify any major gaps, and develop an interagency action plan to improve countywide suicide prevention efforts. Additional local steps/activities are listed in the *California Strategic Plan on Suicide Prevention* available on the DMH website. For other suggestions of potential local planning activities associated with the statewide projects, Counties are encouraged to watch for updates on the PEI/Statewide Projects webpage on the DMH website: (http://www.dmh.ca.gov/Prop_63/MHSA/Prevention_and_Early_Intervention/StatewideProjects/default.asp).

These Community Program Planning funds may also be used to train staff for the purpose of planning for state and local activities and capacity building to prepare potential partners for the effective implementation of PEI Projects.

Instructions for Requesting Community Program Planning Funds

To request additional Community Program Planning funds, a County must comply with applicable regulations, and should follow the guidance below based on the approval status of its Community Program Planning funds:

- A. County without an approved Community Program Planning fund request: To access the Community Program Planning Funds, the county must submit the request according to DMH Information Notice 07-17. Please note that funding availability for Community Program Planning starts upon written notification of approval by the MHSOAC.
- B. County that has already submitted a Community Program Planning funding request and received an approval letter from the MHSOAC: To access additional Community Program Planning Funds, the county must submit a second request following the instructions in DMH Information Notice 07-17. The County does not need to wait for an approval letter to augment or enhance its already approved planning activities.

Please note that the 30-day public comment period is not required when requesting funding for Community Program Planning.

Submission of Request for Community Program Planning Funds

Counties should submit a hard copy and an electronic copy of the Request for Funding for Community Program Planning Form (Information Notice 07-17; Enclosure 2), which includes the original signature of the county mental health director to:

California Department of Mental Health
Attention: Caitlin Viscardi
Prevention and Early Intervention Section
1600 9th Street, Room 150
Sacramento, CA 95814
PEI@dmh.ca.gov

The review and approval of Community Program Planning funding requests have typically taken about 2 weeks. Funding will be distributed to Counties through the MHSAs Agreement.

II. Additional \$40 Million in New PEI Funds Available in FY 08/09

The actual revenues received in the Mental Health Services (MHS) Fund exceeded what was initially estimated; therefore, DMH is making available an additional \$40 million in FY 2008-09 funds for Counties to implement the PEI component of their Three-Year Plans. This funding increase was approved by the MHSOAC during its June 2008 meeting. With these additional funds, the Counties can establish new PEI Projects and/or expand approved PEI Projects.

The Counties are also encouraged to develop PEI Projects and programs that will complement the Statewide PEI Projects of Suicide Prevention, Student Mental Health and Stigma and Discrimination Reduction. The State level activities will build a foundation for and will complement local activities in these priority mental health arenas. Through jointly coordinated efforts, the State and Counties will have greater impact on reducing suicide and suicide attempts in California, enhancing student health services throughout the state, and maximizing the effect of social norm strategies at the local and state level to reduce stigma and discrimination. For more information on these three statewide projects and ideas for local activities, please refer to Enclosure 3, which further describes these projects and provides examples of potential local activities. Enclosure 3 also lists the contact information for the DMH staff who have lead responsibility for these three statewide projects.

Please note that to further assist with the implementation of countywide activities as part of a local Suicide Prevention Project and/or Stigma/Discrimination Reduction Project, Counties may create a separate PEI Project without addressing a specific PEI Priority Population. If this Countywide direction is to be taken, the County should simply note on Form No. 3 (see Information Notice 08-23) that the proposed project(s) supports the statewide efforts and select Stigma and Discrimination and/or Suicide Risk under the Mental Health Needs section. In addition, Counties are encouraged to integrate suicide prevention and stigma/discrimination reduction activities in other PEI Projects whenever possible.

Instructions for Requesting the Additional PEI Funds

Depending on the approval status of the PEI component of its Three-Year Plan, a County will need to follow one of the procedures described below to request these additional funds.

- A. County without an approved PEI component: To access the additional PEI Planning Estimates for the PEI component of the Three-Year Program and Expenditure Plan identified in Enclosure 2, a County submitting its initial PEI component should follow the instructions provided in DMH Information Notices 07-19 and 08-23, as well as all applicable regulations, including the completion of all forms and narrative descriptions.

If a County submits a single Project(s) as opposed to the County's PEI Three-Year Plan in its entirety, please note:

- The submitted Project(s) does not need to be designated to meet the Local Evaluation requirement. This should be noted in the Project description and it should be further stated that when the County submits its entire PEI Plan that a Project will be selected for the local evaluation at that time. However, if a County does choose to conduct the Local Evaluation on the proposed PEI Project, the County should also complete Form No. 7, from DMH Information Notice 07-19.
- A 30-day public comment period and public hearing is required.

B. County with an approved PEI component: If a County has an approved PEI component in its Three-Year Plan, the County must submit an update to its approved Plan in order to access the additional PEI Planning Estimates identified in Enclosure 2. The County must comply with all applicable regulations. A 30-day public comment period is required. In addition, Counties submitting an update to their existing approved PEI components are required to provide the following information:

1. If proposing a new Project(s): If the funds are to be used for a new PEI Project, the County will need to submit the required forms for the proposed Project(s) and should follow the instructions provided in DMH Information Notices 07-19 and 08-23.
2. If only expanding an existing program(s) within approved PEI Projects: If the funds are to be used to expand an existing program within an approved PEI Project, the County will need to only provide a brief description of the proposed program expansion (e.g., increased number of participants, additional providers), the amount of funding being requested, and the proposed effective date.

Please note that funding availability for the PEI component starts upon written approval notification by the MHSOAC; therefore, funds will not be provided on a retroactive basis. Upon approval of the PEI Plan or update by the MHSOAC, DMH will initiate a unilateral modification to the County's executed MHS Agreement. Funding will be distributed to Counties through the MHS Agreement.

Under the new fiscal policy, each county will receive 75 percent of its approved annual Plan amount upon execution of a MHS Agreement or at the start of the fiscal year, whichever is later. The remaining 25 percent will be distributed upon submission of required reports which include the semi-annual Local MHS Fund Cash Flow Statement and the Annual MHS Revenue and Expenditure Report.

Submission of the Request for Additional PEI Funds

Counties should submit a hard copy and an electronic copy of the Request for Funding which includes the original signature of the county mental health director to:

California Department of Mental Health
Attention: Caitlin Viscardi
Prevention and Early Intervention Section
1600 9th Street, Room 150
Sacramento, CA 95814
PEI@dmh.ca.gov

In addition, please submit a hard copy and an electronic copy of the proposed PEI Project to:

Mental Health Oversight and Accountability Commission
Attention: Nicole Behler
1300 17th Street, Suite 1000
Sacramento, CA 95814
Nicole.Behler@dmh.ca.gov

III. Additional Information or Questions

For further information, clarification or questions about this Information Notice, please contact Bertha MacDonald at 916-651-0693, or Bertha.MacDonald@dmh.ca.gov. We are pleased that this increased funding is available to support the PEI component of the Three Year Plan. It provides another opportunity to strengthen our joint efforts to reduce suicide, enhance the mental health of students, and reduce stigma and discrimination throughout California.

Sincerely,

Original signed by

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosure 1 – Revised FY 08/09 Planning Estimates
Enclosure 2 – Revised Maximum Community Program Planning Funding
Enclosure 3 – Statewide Project Description

cc: California Mental Health Planning Council
California Mental Health Directors Association
Mental Health Services Oversight and Accountability Commission