



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

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

December 12, 2008

DMH INFORMATION NOTICE NO.: 08-37

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

SUBJECT: MENTAL HEALTH SERVICES ACT (MHSA) PREVENTION
AND EARLY INTERVENTION (PEI) FUNDS FOR TRAINING,
TECHNICAL ASSISTANCE AND CAPACITY BUILDING
STATEWIDE PROJECTS

REFERENCE: IMPLEMENTATION OF THE MHSA, WELFARE AND
INSTITUTIONS CODE (WIC) SECTION 5848

This Department of Mental Health (DMH) Information Notice provides instructions and guidance to Counties¹ about the Prevention and Early Intervention (PEI) Statewide Project for Training, Technical Assistance and Capacity Building. This Information Notice contains:

1. The Planning Estimate, which represents the amount of funding available annually for four years to implement the PEI Statewide Training, Technical Assistance and Capacity Building Project (Enclosure 1), and
2. The instructions and form (Enclosure 2) for requesting this additional funding.

This DMH Information Notice applies only to the PEI component of the Three-Year Program and Expenditure Plan (Three-Year Plan, Plan).

¹ "County" means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per WIC Sections 5701.5 (California Code of Regulations, Section 3200.090)

I. Background of the PEI Statewide Training, Technical Assistance and Capacity Building Project

In 2007, the Mental Health Services Oversight and Accountability Commission (MHSOAC) approved five PEI Statewide Projects including the Training, Technical Assistance and Capacity Building Project. These Statewide Projects were also identified in the PEI proposed guidelines.

At its July 2008 meeting, the MHSOAC determined that the PEI Statewide Training, Technical Assistance and Capacity Building Project would be implemented through the Counties. The MHSOAC approved the funding level of \$6 million each year for four years for this Statewide PEI Project. Enclosure 1 contains the Planning Estimate for the amount of funding available annually for four years to implement the PEI Statewide Training, Technical Assistance and Capacity Building Project. Counties may request this funding through the process outlined in this Information Notice.

The primary goal of the Statewide Training, Technical Assistance and Capacity Building Project is to improve the capacity of local partners outside the mental health system (i.e., education, primary health care, law enforcement, older adult services) as well as County staff and partners who work on the development, implementation and evaluation of prevention and early intervention work plans and programs that will be funded through the PEI component of the County's Plan. The County may submit a written request for these funds to pay for training, technical assistance and capacity building activities that meet the following two criteria in accordance with the MHSOAC decision referenced above:

- Ability to develop and provide statewide training, technical assistance and capacity building services and programs, and
- Ability to partner with local and community partners via subcontracts or other arrangements to assure the appropriate provision of community-based prevention and early intervention activities.

Counties may utilize training technical assistance and capacity building methods that have demonstrated the capacity to increase skills and promote positive outcomes consistent with the MHSA and the PEI guidelines. All funded activities must comply with the requirements of the Americans with Disabilities Act (ADA).

Training and technical assistance may include:

- Interactive and practicum sessions
- Peer support
- Materials development and dissemination
- Web resources and online sessions
- On site or by phone consultation
- Train-the-trainer and other effective approaches in working with diverse audiences

Capacity building activities may include:

- Establishing communication venues (e.g., listservs, conference calls, etc.) to enhance the sharing of information and resources across systems
- Joint/co-sponsored multi-disciplinary conferences, webinars, etc.
- Mentoring and other collaborative opportunities (e.g., job shadowing, cross-discipline training)

II. Instructions for Requesting Funding

When requesting funds for the statewide Training, Technical Assistance and Capacity Building Project for FY 2008/09 and 2009/10, the County should submit Enclosure 2 and follow the instructions listed below. The initial funding of \$6 million for Fiscal Year (FY) 2008-2009 is now available to the Counties. Under the current disbursement policy, each County will receive 75 percent of its approved annual Plan amount upon execution of an 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, including the semi-annual Local MHS Fund Cash Flow Statement and the Annual MHS Revenue and Expenditure Report. For Counties with an approved Plan that has a PEI component, FY 2009/10 funds will be distributed with the County's annual update.

Depending on the approval status of the PEI component of the County's Three-Year Plan, a County will follow one of the procedures described below to request funds for FY 2008/09 and 2009/10. Please note that Counties may begin expending the funds for Training, Technical Assistance and Capacity Building Projects only upon written notification of the MHSOAC's approval.

- A. County without an approved PEI component: The County may request Training, Technical Assistance and Capacity Building funding by completing the Training, Technical Assistance and Capacity Building Funding Request form (Enclosure 2). In accordance with all applicable regulations, a 30-day public comment period and a public hearing is required for Counties without an approved PEI component Plan. The Training, Technical Assistance and Capacity Building Funding Request Form (Enclosure 2) can be submitted by either of the following means:
1. As a part of the PEI component of the County's Three-Year Plan. To access the additional PEI Planning Estimates for the PEI Statewide Training, Technical Assistance and Capacity Building Project identified in Enclosure 1, the County should complete and submit the Training, Technical Assistance and Capacity Building Funding Request Form (Enclosure 2), along with all other required forms and narrative descriptions, as outlined in the DMH Information Notices 07-19 and 08-23.
 2. Or separately and in advance of completing and submitting the PEI component of the County's Three-Year Expenditure Plan for the full review

and approval process. If the County is only submitting the Training, Technical Assistance and Capacity Building Funding Request Form (Enclosure 2), the County should also follow the instructions provided in DMH Information Notice 07-19 for submitting Form No. 2 to describe the County's Community Program Planning Process relevant to the Training, Technical Assistance and Capacity Building funding request. Please submit a hard copy (with an original signature) and an electronic copy to each of the following offices:

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

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

- B. County with an approved PEI component: Counties must post their Training, Technical Assistance and Capacity Building Projects for a 30-day public comment period prior to submission. The County should complete and submit the Training, Technical Assistance and Capacity Building Funding Request Form (Enclosure 2). To submit this form, the County should send the request for funding to the offices as indicated in Section II.A.2 above.

For the last two remaining years, each County is expected to include the amount requested for the statewide Training, Technical Assistance and Capacity Building Project as part of the County's Plan or annual update for FY 2010/11 and FY 2011/12, respectively. The budget forms for FY 2010/11 and FY 2011/12 will include further instructions about this funding request.

III. Review and Approval

The MHSOAC specifies that PEI proposed expenditures are to be reviewed jointly by DMH and the MHSOAC with the final approval by the MHSOAC. If a County chooses to submit its Training, Technical Assistance and Capacity Building funding request with its initial PEI component submission, the review and approval process of the funding request will be part of the review and approval of the PEI component of the County's Plan.

However, for those Counties with an approved PEI component, the request for funding for Training, Technical Assistance and Capacity Building can be sent separately. The

combined review by DMH and the MHSOAC will generally not exceed 30 days from the date of submission.

The MHSOAC will notify the County of the approval of its funding request in writing. DMH will initiate a unilateral modification to the County's executed MHSA Agreement before funds are released. Funds will not be allowed for expenditures that are incurred prior to receiving MHSOAC's approval.

IV. Fiscal Considerations

Counties should track their PEI Statewide Training, Technical Assistance and Capacity Building funds separately from other PEI expenditures. Counties will report the expenditure of these funds separately on the Annual MHSA Revenue and Expenditure Report. Counties should consult with their Auditor-Controller for guidance on when funds are considered expended.

V. Additional Information or Questions

The MHSOAC and DMH are pleased to be able to offer these additional resources to support training, technical assistance and capacity building programs and activities to help ensure the Counties and their partners will be better equipped to implement PEI programs that will make a difference.

If you have any questions about this Information Notice, please contact Bertha MacDonald at (916) 651-0693 or Bertha.MacDonald@dmh.ca.gov.

Sincerely,

Original signed by

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures

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