



October 15, 2024 AMHI/CSP Statewide Meeting

Pam Sanchez (Supervisor), Breanna Bertozzi (Lead), Chris Ederer (Lead) & Jamie Preuss (American Indian Consultant) | AMHI/CSP Team

Agenda

Time	Topic
1:00 – 1:10	Welcome & DHS Updates
1:10 – 1:25	MHIS Team Introductions & Updates
1:25 – 1:40	Agency Update
1:40 – 2:30	Contract Language Review & Grant Monitoring
2:30 – 3:00	Question(s) & Answer(s)

AMHI/CSP Team at DHS



Pamela Sanchez
Supervisor



Breanna Bertozzi
Team Lead



Christian Ederer
Team Lead



Jamie Preuss
*American Indian
Consultant*

Equity Acknowledgement

- Be willing to learn through listening
- Respect Differences
- Align efforts and focus on solutions for equity
- Value others' time
- When speaking, re-introduce yourself (and the County/Region/Tribe you represent)
- Practice compassionate accountability
- All members are encouraged to ask questions and share ideas during the meeting so that all members can be involved in the process
- Hold each other accountable
 - Make explicit what is implicit
- Allow yourself to be vulnerable
- Offer recognition for others



DEPARTMENT OF
HUMAN SERVICES

DHS Updates

AMHI/CSP Team

- **Communication Request**

- Team email: [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
- Email subject and document naming convention
 - Example Naming Convention
 - Region 2, Beltrami Co. AMHI Budget Modification
 - Regions
 - Include Fiscal Agent in subject of email and documents

Contracting Update

- Continuing to review applications
 - Clarifying questions to applicants/grantees as needed
- Beginning to send applications through for internal processing
- Contracts will start to go out for signatures as they are internally approved at all levels
 - Starting next week (week of 10/21/2024)

Important Reminder

- Budget revisions will be needed from those who listed RFP/parked funds on application
 - All budget changes need to be submitted together as one budget revision
 - Budget revisions should be submitted no more than quarterly
- Why is it important to update DHS with budget changes?
 - To be able to bill against correct BRASS codes
 - BRASS codes need sufficient funds
 - 1st Quarter ends March 31, 2025
 - Will want to complete budget revisions prior to the end of the quarter
 - Keep in mind - if an amendment is required (more than 10% of funds), additional time will be needed for processing

Questions?





Mental Health Information System (MHIS) Team

MHIS Email Address - dhs.amhis@state.mn.us

Nnenna Diana Ikeomumu - MHIS Coordinator

Rhonda Neal - MHIS Technical Assistant

Elder de Sousa - MHIS Research Analysis Specialist

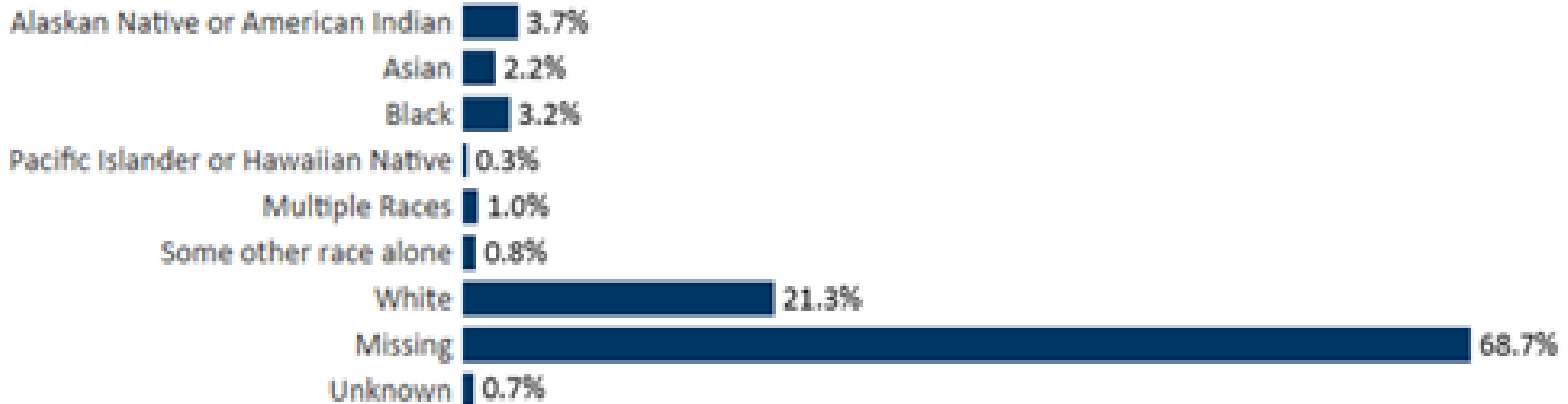
Thank You!

QUESTIONS?

dhs.amhis@state.mn.us

MHIS Data Reporting Sample

Racial Distribution of Clients Served by AMHIs





Adult Mental Health Team, Behavioral Health Administration

Pam Sanchez, AMHI/CSP Supervisor

Divisional Changes Rational

Behavioral Health is now an Administration, and the Mental Health Unit has undergone some transition. The new leadership team is set up to support adult services and children and family services with built in structure to focus on our vision across the continuum, reduce overextended roles and to be integrated in our approach. We are focused on a proactive collaborative model where we intentionally plan policy priorities and grant decision making toward a sustainable, equitable and accessible Mental Health Continuum across the lifespan with equity at the forefront of all decisions.

- We aim to Increase access and opportunity for all services across the lifespan.
- We aim to reduce stigma.
- We aim to meet the mental health emergency and unprecedented workforce shortages.

Our Role and Purpose

- To support seamless, high-quality, sustainable mental health services of varying intensities and settings across the lifespan
- Increase equitable and culturally specific access and opportunity for underserved and minority populations
- Proactive and collaborative support for mental health and recovery
- Lead mental health policy, clinical direction and program development

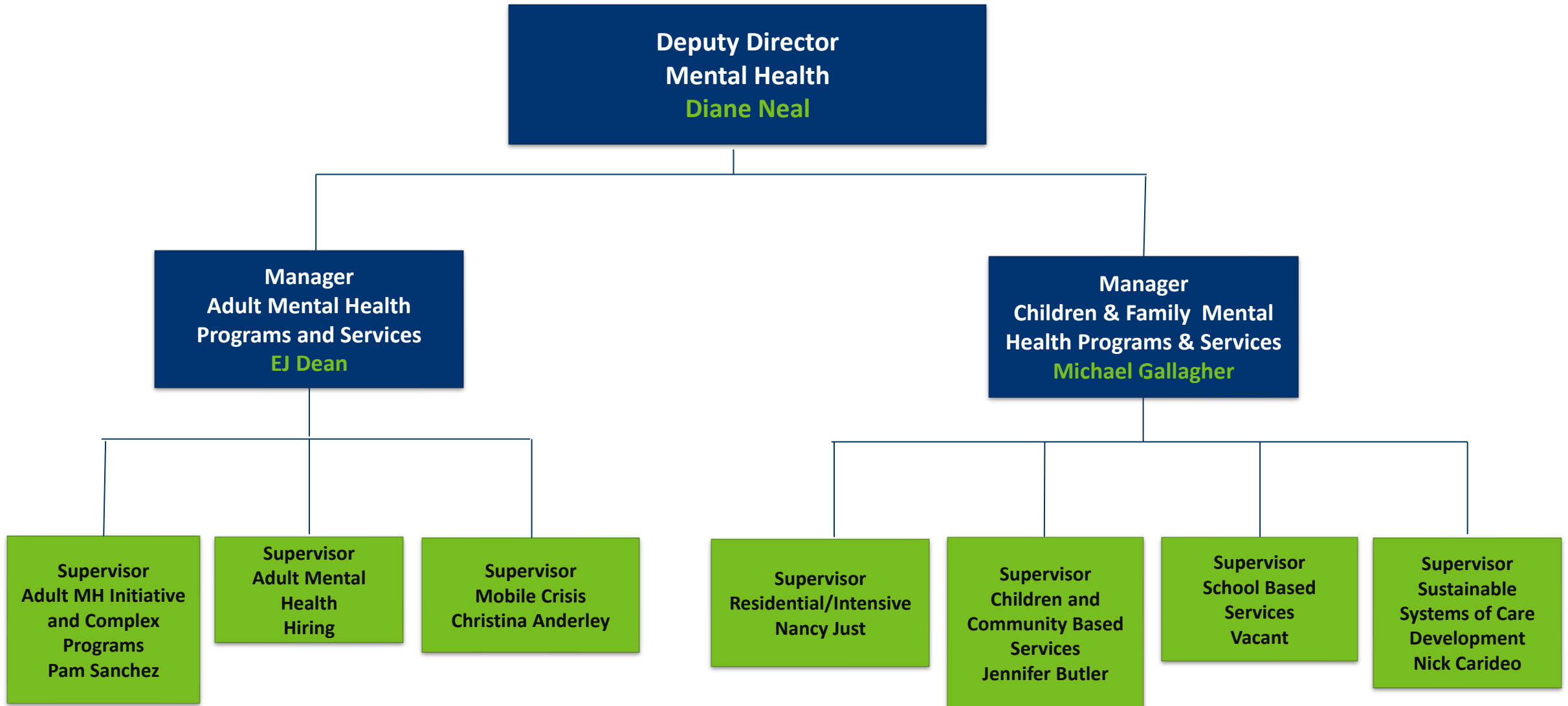
Mental Health Focus: Systems of Care & Maintaining an Equity Lens

- **Continuum of Care (levels of care)**
 - Clarification
 - Gaps & Needs – What’s working
 - Quality of Treatment and Services
 - Sustainability
- **Investment in Workforce**
 - Path of investment for levels of providers and supervision
 - Partnerships
 - Clarification of Scope of Practice and expansion of roles to increase utilization and access to services
- **Equitable Access & Opportunity**
 - Assure increased access & opportunity in continuum
 - Identify needs of BIPOC & marginalized communities
 - Address Disparity and Gaps in continuum
- **Criminal Justice & MH Partnership**
 - Juveniles, adults, courts, corrections, DCT, DPS & DOC
 - Partner to identify gaps, overlaps and needs between MH and CJ including Law enforcement, corrections, safety
- **Strategic Alignment Across Internal & External Partnerships**
 - Reinforce System to align and support the mental health systems of care
 - Internal DHS: fiscal, policy, programs, research, rates, statute, rules, provider manual & impact

Adult Mental Health Programs Overview

The Programs and services under the Adult Mental Health Team provide technical assistance, grant management, and policy leadership toward a robust, sustainable and accessible adult mental health continuum of care. This work is done through collaboration and attention to services across the lifespan to ensure transitions from each level of care and from children's services through aging services are seamless.

Mental Health Services Leadership Team



Pam Sanchez
AMHI/CSP Supervisor



AMHI/CSP Contract Language Review & Grant Monitoring

Pam Sanchez | Supervisor

2.1 County Duties

COUNTY shall perform duties in accordance with **Attachment A, County Duties**, which is attached and incorporated into this CONTRACT.

Adult Mental Health Initiative Grant Contract Attachment A

County Responsibilities

The following items need to be reviewed and acknowledged (check the checkbox).

These items will be evaluated throughout the contract term via site visits and record requests.

By acknowledging, you are stating that you understand the listed program requirements and that related documents and information may be requested from DHS at any time throughout the contract period.

Applicable Grant(s)	Requirement	Description of Tasks & Deliverables	Acknowledge
AMHI	Must have written policy and procedures governing accounting and operational procedures	Documented agreement for multi-county initiatives (e.g., MOU, bylaws, joint powers agreement). Decision-making process document or description. Contingency planning. Nondiscrimination policies.	<input checked="" type="checkbox"/> Acknowledge
AMHI	Must include persons with mental illness, Tribal organizations of the county/region, and the Local Advisory Council in the development, implementation, and evaluation of all Adult Mental Health Plans	Demonstrate people with lived experience of mental health are involved in planning, implementing, and evaluating Adult Mental Health Plans. Demonstrate tribal organizations are involved in planning, implementing, and evaluating Adult Mental Health Plans. Demonstrate Local Advisory Councils are involved in planning, implementing, and evaluating Adult Mental Health Plans.	<input checked="" type="checkbox"/> Acknowledge
AMHI	Must ensure that Adult Mental Health Initiative projects are planned and administered according to Minn. Stat. 245.4661	Design, plan, and improve the mental health service delivery system for adults with serious and persistent mental illness (SPMI). Include program evaluation.	<input checked="" type="checkbox"/> Acknowledge
CSP	Must ensure that Community Support Plan services are planned and administered according to Minn. Stat. 245.4712	Assure sufficient community support services are available to meet the needs of adults with SPMI in the county such as: Competitive employment, Activities of daily living, Leisure activities, Housing, Benefit assistance and Day treatment services	<input checked="" type="checkbox"/> Acknowledge

3.2 Terms of Payment (2023-2024)

- 3.1 in 2025-2026 contracts
- **a. Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **XXX dollars (\$XXX)**.
 1. The total obligation covers two full calendar years.
 2. In calendar year 2025, the COUNTY shall not invoice the STATE, and STATE shall not pay COUNTY more than half of the total obligation/total budget amount indicated in Attachment B.
 3. Underspending in calendar year 2025 is not available for use in future calendar years.
- **b. Advance.** The COUNTY will receive an initial payment of **ADVANCE DOLLAR AMOUNT (\$)** which is granted pursuant to Minnesota Administrative Rule 9535.1740 at the start of each calendar year during the contract term.
- **c. Reconciliation.** Any portion of the cash advances that are unspent must be returned to STATE at the end of each calendar year of the contract term.

3.1 Consideration (2023-2024)

- 3.2 in 2025-2026 contracts
- All expenditures must be for services or items necessary for the delivery of those services. "Capital" purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which exceeds \$5,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, alterations, or repairs of the items listed above that materially increase their value or useful life.
- **Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan, page 69, Chapter 15](#).¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

4.3 Administrative Costs & Reimbursable Expenses

Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., **COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.**

6.3 Breach (2023-2024)

- 6.4 in 2025-2026 contacts
- Notwithstanding clause 6.1 (Termination by the State), upon STATE's knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

17. Procuring Goods & Contracted Services (2023-2024)

- 18. in 2025-2026 contracts
- **18.1. Contracting and bidding requirements.** COUNTY certifies that it shall comply with [Minn. Stat. § 471.345.](#)
 - Subd. 5. **Contracts \$25,000 or less.** If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section [16C.28, subdivision 1](#), paragraph (a), clause (2), and paragraph (c).
 - Subd. 4. **Contracts exceeding \$25,000 but not \$175,000.** If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.
 - Subd. 3. **Contracts over \$175,000.** If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.

17. Procuring Goods & Contracted Services (2023-2024)

Continued

- **18.2 Prevailing wage.** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.
- **18.3 Debarred vendors.** In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

18. Sub Contracts (2023-2024)

- 19. in 2025-2026 contracts
- COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with [45 C.F.R. §§ 75.351-75.352](#). COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

19.3 Grant Management Policies (2023-2024)

- 20.3 on 2025-2026 contracts
- COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in [Minn. Stat. § 16B.97, subd. 4\(a\)\(1\)](#). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by [Office of Grants Management \(OGM\) Policy 08-10](#).

Regional Workplan & Reporting Tool

- Can be used by Region's Fiscal Agents to help monitor funds dispersed to Counties within their Region
- The tool consists of 2 tabs
- Tab 1 (pictured)
 - Budget Detail

Budget Detail

Describe the activities that will be funded for each BRASS code in the detail narrative. If more than one provider, explain what activities will be performed by each provider. The budget detail must provide a narrative that explains how the funds are going to be spent during those 12 months. Examples of details include but are not limited to: upfront costs to establish a new service, paying for a specific person or provider to provide a service, and maintaining an informational website. Include any salaries as FTE (hours per week x number of weeks x rate of pay = salary) in the detail narrative.

BRASS Code-Category Breakdown	Detail Narrative	Provider	Funding Amount	Total Funding per BRASS
Fiscal Host Fee Includes costs associated with managing these grant funds. The AMHI Coordinator position/salary should be listed in this category. The fiscal host fee may not exceed 10% of the total grant award.			\$ -	\$ -
402x - Community Education and Prevention Activities designed to educate the public about mental health and co-occurring issues. The goals are to increase the understanding of mental health, reduce stigma, promote recovery, and increase awareness of the availability of resources and services, and improve skills in dealing with mental health issues. Includes training, conferences, marketing efforts for the AMHI, time-limited subscription services, and incentives for people with lived experience to participate in AMHI activities.			\$ -	\$ -
403x - Adult Client Outreach Activities within the community and segregated settings designed to locate and engage potentially eligible adults, inform them of available mental health services, and assure tht they have access to those services. Recommended use of this BRASS code for activities that are directly tied to an individual.				\$ -
408x - Adult Outpatient Diagnostic Assessment / Psychological Testing /				\$ -

Regional Workplan & Reporting Tool Continued

- Tab 2 (pictured)
 - Budget Summary
- Auto-fills using Tab 1 – Budget Detail information

BUDGET SUMMARY			
This page will automatically update based on selections on the previous tab. Review to ensure the difference totals \$0.			

County/Tribe	Allocation Amount	Amount Budgeted	Difference
		\$ -	\$ -

BUDGET SUMMARY	
BRASS Code	TOTAL BUDGET
Fiscal host fee	\$ -
402x - Community Education and Prevention	\$ -
403x - Adult Client Outreach	\$ -
408x - Adult Outpatient Diagnostic Assessment / Psychological Testing / Explanation of Findings	\$ -
409x - Pre-petition Screening/Hearing	\$ -
416x - Transportation	\$ -
418x - Client Flex Funds	\$ -
419x - Court-related Services and Activities	\$ -
420x - Peer Support Services	\$ -
431x - Adult Mobile Crisis Services	\$ -
434x - Community Support Program Services	\$ -
436x - Adult Residential Crisis Stabilization	\$ -
Services	\$ -
438x - Assertive Community Treatment (ACT)	\$ -
443x - Housing Subsidy	\$ -
446x - Basic Living / Social Skills and Community Integration	\$ -

Questions?



2024 AMHI/CSP Statewide Meetings

December 12th, 1pm-3pm

Specific meeting details are posted on the AMHI website

[Adult Mental Health Initiatives / Minnesota
Department of Human Services \(mn.gov\)](#)

THANK YOU!

AMHI/CSP Team

[MN DHS amhi.dhs@state.mn.us](mailto:amhi.dhs@state.mn.us)