

What is an Integrated Service

CCR 3200.190 defines “Integrated Service Experience” as “the client, and when appropriate the client’s family, accesses a full range of services provided by multiple agencies, programs and funding sources in a comprehensive and coordinate manner.”

How is a Three Year Plan different from an Annual Update?

CCR 3310 states that a county shall update the Plan annually. An Annual Update includes an update to the Plan addressing the elements that have changed and that year’s expenditure plan.

Who Should be Involved in the Stakeholder Process

WIC § 5848 states that each Plan shall be developed with local stakeholders, including:

- Adults and seniors with severe mental illness
- Families of children, adults, and seniors with severe mental illness
- Providers of services
- Law enforcement agencies
- Education
- Social services agencies
- Veterans
- Representatives from veterans organizations
- Providers of alcohol and drug services
- Health care organizations
- Other important interests.

CCR 3300 further includes:

- Representatives of unserved and/or underserved populations and family members of unserved/underserved populations
 - Stakeholders that reflect the diversity of the demographics of the county, including but not limited to, geographic location, age, gender, and race/ethnicity.
 - Clients with serious mental illness and/or serious emotional disturbance, and their family members.
-

What Should be Included in the Stakeholder Process

WIC § 5848 states that counties shall demonstrate a partnership with constituents and stakeholders throughout the process that includes meaningful stakeholder involvement on:

- Mental health policy
 - Program planning
 - Implementation
 - Monitoring
 - Quality improvement
 - Evaluation
 - Budget allocations.
-

What Should be Included in the Stakeholder Process (cont.)

CCR 3300 states that involvement of clients and their family members be in all aspects of the community planning process and that training shall be offered, as needed, to stakeholders, clients, and client's family who are participating in the process.

What Standards Should be Used for the Stakeholder Process

CCR 3320 states that Counties shall adopt the following standards in planning, implementing, and evaluating programs:

- Community collaboration, as defined in CCR 3200.060
 - Cultural Competence, as defined in CCR 3200.100
 - Client Driven, as defined in CCR 3200.50
 - Family Driven, as defined in CCR 3200.120
 - Wellness, recovery, and resilience focused, as described in WIC 5806 and 5813.5
 - Integrated service experiences for clients and their families, as defined in CCR 3200.190
-

Public Review

WIC § 5848 states that a draft Plan shall be prepared 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.

Additionally, the mental health board shall conduct a public hearing on the draft Plan at the close of the 30-day comment period. It should also review the adopted Plan and make recommendations for revisions.

What to Include in the Plan About the Stakeholder Process

CCR 3315 states this section of the Plan shall include:

- A description of the local stakeholder process including date(s) of the meeting(s) and any other planning activities conducted
 - A description of the stakeholders who participated in the planning process in enough detail to establish that the required stakeholders were included
 - The dates of the 30 day review process
 - Methods used by the county to circulate for the purpose of public comment the draft of the plan to representatives of the stakeholder's interests and any other interested party who requested a copy of the draft plan
 - The date of the public hearing held by the local mental health board or commission
 - Summary and analysis of any substantive recommendations received during the 30-day public comment period
 - A description of substantive changes made to the proposed plan
-

What to Include in the Plan About Programs

WIC § 5847 states the Plan shall describe the following programs:

- Services to children, including a wrap-around program (exceptions apply), that shall include services to address the needs of transition age youth ages 16 to 25 and foster youth. The number of children served and the cost per person must be included. The standards for these services are defined in WIC 5851.
- Services to adults and seniors, including services to address the needs of transition age youth ages 16 to 25. The number of adults and seniors served and the cost per person must be included. The standards for these services are defined in WIC 5806.
- PEI
- INN
- Technological needs and capital facilities
- Identification of shortages in personnel and the additional assistance needs from education and training programs

In addition to the required elements above, counties should include the following information as part of the Plan:

- A description of county demographics, such as size of the county, threshold languages, unique characteristics, etc.
 - The number of children, adults, and seniors to be served for PEI and INN
 - The cost per person for PEI and INN
-

What to Include in the Plan About INN

WIC § 5830 states that Counties shall expend funds for their INN programs upon approval by the MHSOAC and details INN requirements. Plans should include sufficient information about a new or changed INN program so that the MHSOAC may determine if the program meets statutory requirements and can be approved. INN programs shall meet the criteria described in WIC 5830.

If an INN project has proven successful and the county chooses to continue it, the project work plan shall transition to another category of funding as appropriate.

What to Include in the Plan About Performance Outcomes

WIC § 5848 states that Plans shall include reports on the achievement of performance outcomes for MHSA services. Please include the results of any evaluations or performance outcomes the county has for CSS services and PEI programs. Counties shall also provide evaluation or performance outcomes for INN programs. Please specify the time period these performance outcomes cover.

Other Items to Consider

WIC § 5813.5 states that Plans shall consider ways to provide services similar to those established pursuant to the Mentally Ill Offender Crime Reduction Grant Program. Funds shall not be used to pay for persons incarcerated in state prison or parolees from state prisons.

Other Items to Consider (cont)

WIC § 5891 states that MHSO funds may only be used to pay for MHSO programs.

What to Include in the Plan About County Compliance Certification

WIC § 5847 states that certification by the county mental health director, which ensures that the county has complied with all pertinent regulations, laws, and statutes of the Mental Health Services Act, including stakeholder participation and nonsupplantation requirements must be included in the Plan.

Please use the MHSO County Compliance Certification form included with these Instructions.

What to Include in the Plan About County Fiscal Accountability Certification

WIC § 5847 states that certification by the county mental health director and the county auditor-controller that the county has complied with any fiscal accountability requirements as directed by the State Department of Health Care Services, and that all expenditures are consistent with the requirements of the MHSO Act shall be included in the Plan.

Please use the MHSO County Fiscal Certification form included with these Instructions.

What to Include in the Plan About Board of Supervisor Adoption

WIC § 5847 states that the county mental health program shall prepare a Plan adopted by the county Board of Supervisors. Please include evidence that the Board of Supervisors adopted the Plan and the date of that adoption.

What to Include in the Plan About An Expenditure Plan

WIC § 5847 states that each county shall prepare an expenditure plan for the Plan based on available unspent funds and estimated revenue.

Please complete the FY 14/15 MHSO Expenditure Plan included with these Instructions.

In addition, please include the budgeted amount to be spent on:

- Full Service Partnerships, as defined in CCR 3620, should be at least 50% of CSS funds
 - General System Development, as defined in CCR 3630
 - Outreach Engagement, as defined in CCR 3640
 - PEI by program (20% of MHSO funds distributed to a county)
 - INN by project (5% of CSS funds and 5% of PEI funds distributed to a county)
 - WET
 - CFTN
-

**When the Plan
Should be
Submitted to
the MHSOAC**

Per **WIC § 5847** please submit your FY 2014-2015 MHSA Plan to the MHSOAC within 30 days of adoption by the Board of Supervisors.
