

**SCORE SHEET**

Reviewers will numerically score all applications based on the information provided in grant applications. Reviewers will judge components of the application on the basis of completeness, responsiveness, and clarity of presentation. To determine whether a specific component should receive a score that is very low, low, medium, high or very high, (See Application Reviewer Guide, Appendix 4.1) reviewers will consider whether program descriptions and other information provided in the application:

- are fully developed and comprehensive
- have weaknesses, defects or deficiencies
- are lacking information, lacking depth or lacking significant facts and/or details
- demonstrate that the applicant understands the objectives of the Mental Health Wellness Act
- illustrate the applicant’s ability to deliver services that promote the objectives identified in the Mental Health Wellness Act

<b>TOPICS TO BE ADDRESSED IN TRIAGE PERSONNEL GRANT APPLICATIONS</b>	<b>POSSIBLE POINTS</b>	<b>TOTAL POINTS</b>
<b>PROGRAM NARRATIVE</b>	600	
<b><i>Current Crisis Response System and Needs</i></b>		
Does the narrative provide a description of the county’s current array of crisis response services for psychiatric emergencies? Does this description include all programs that offer alternatives to hospitalization including the number of beds available for crisis stabilization and crisis residential programs? (If this is a multi-county application the description should include services and programs in all counties.)	100	
<b><i>Does the narrative describe the need for crisis triage personnel in the applicant county and other counties acting jointly?</i></b>		
To what extent does the narrative describe where triage staff are needed to fill gaps and link persons to appropriate services?	40	

Does the narrative indicate the numbers of triage personnel required by type of position (i.e., clinical, peer, supervisory)?	40	
Does the narrative indicate the racial, ethnic and cultural groups targeted for service in the county	35	
Does the narrative provide an estimate of how many persons in crisis will be served in each year of the grant?	30	
<b>Collaboration</b>		
Does the narrative provide a description of local efforts to coordinate and collaborate with local partners in both developing the grant response and in service activity. Does the description include the following partners:: <ul style="list-style-type: none"> <li>• partner counties,</li> <li>• law enforcement,</li> <li>• hospitals,</li> <li>• local social networks,</li> <li>• mental health and substance use non-profits,</li> <li>• foundations and providers of services to racial, ethnic and cultural groups including low-to-moderate income people</li> </ul>	70	
Did the county provide letters of support from non-mental health partners?	15	
<b>Program Operations</b>		
Does the narrative describe how the county will operationalize triage services? <ul style="list-style-type: none"> <li>• Does the narrative describe the activities mental health triage staff will perform?</li> <li>• Does the description address communication, coordination and referral? (How will triage workers know what services/resources are available at any given time, will triage workers be able to directly refer someone to services, and what is the chain of command for final decisions regarding referrals to service?)</li> <li>• Does the narrative describe how the county will monitor service delivery to ensure the individual accesses and receives services? (How will the triage worker know that someone</li> </ul>	100	

<p>successfully accessed services?</p> <ul style="list-style-type: none"> <li>• Does the narrative describe how the county will monitor an individual’s progress? (Will triage personnel follow the progress of individuals served?)</li> <li>• Does the narrative describe how the county will provide placement services, assistance and service plan development?</li> <li>• Does the narrative describe other activities that triage personnel will perform?</li> </ul>		
<p>Does the narrative indicate how triage personnel will be deployed? Does the narrative indicate what hours triage personnel will be available?</p>	40	
<p>Does the narrative describe if triage personnel will primarily be field-based or will some staff be mobile and able to travel as needed?</p>	30	
<p>Does the narrative describe the program’s ability and expectations for obtaining federal Medi-cal reimbursement when applicable?</p>	5	
<p>Does the narrative provide a description of how triage personnel will be used by type of position, including persons with lived experience (Peer Providers)</p>	50	
<p>Does the narrative describe whether the program will include specific supports for all triage staff, including peer providers, for mentoring, training, continuing education and strategies to prevent burn-out?</p>	25	
<p>Does the narrative describe if the applicant intends to use contract providers, county staff, or both?</p>	5	
<p>Does the narrative describe if the county has plans to expand current crisis stabilization resources?</p>	15	
<p><b>BUDGET REQUIREMENTS</b></p>	100	
<p><i>The applicant has provided budget information as indicated on the Budget Worksheet provided. Budget detail is required for personnel costs, direct costs, indirect costs, evaluation and administration.</i></p>		

<ul style="list-style-type: none"> <li>• Has the county identified all costs including:             <ul style="list-style-type: none"> <li>○ triage personnel,</li> <li>○ evaluation</li> <li>○ administration costs</li> </ul> </li> <li>• The amount budgeted for administration should not exceed 15% of the total budget?</li> </ul>	100	
<b>REPORTING AND EVALUATION</b>	300	
<b><i>Process Information, required of all grantees 6 months and 12 months following grant award.</i></b>		
<p>Has the applicant provided a description of the format and/or process that they will use to collect and report Process Information which includes:</p> <ul style="list-style-type: none"> <li>• Number of triage personnel hired by county and/or hired by contractor.</li> <li>• Number for each type of triage personnel hired by county and/or hired by contractor (e.g., peers, social workers, nurses, clinicians, mental health workers, etc.).</li> <li>• Identification of staff as being either county staff or contract staff.</li> <li>• Identification/description of triage service locations/points of access (e.g., hospital emergency rooms, psychiatric hospitals, crisis stabilization programs, homeless shelters, jails, clinics, other community-based service points).</li> </ul>	50	
<b><i>Encounter based Information, required of all grantees 12 months following grant award and every 6 months afterward through the grant cycle.</i></b>		

<p>The applicant has provided a description of the format and/or process they will use to collect and report Encounter Based Information which includes:</p> <ul style="list-style-type: none"> <li>• Total unduplicated persons served.</li> <li>• Total number of service contacts.</li> <li>• Basic demographic information for each individual client including, age, race, ethnicity, and gender. If available the county may provide language spoken, cultural heritage, LGBTQ, and military status.</li> <li>• Description of specific services that each client was referred to by triage personnel.</li> <li>• At the time the triage service was provided, was the person served enrolled in any mental health service? If yes, what service?</li> </ul>	<p>100</p>	
<p><b><i>Local evaluation of program effectiveness required of all grantees 24 months and 36 months after the grant award.</i></b></p>		
<p>The applicant has provided a description of the format and/or process they will use to collect and report on program effectiveness. This should include:</p> <ul style="list-style-type: none"> <li>• A description of the goals and objectives for increased triage personnel and/or the crisis response system.</li> <li>• A description of how data will be collected and reported on system indicators, measures and outcomes that will be tracked to provide an overall evaluation of program effectiveness.</li> <li>• A description of how evaluation findings will be analyzed to report on whether system and individual outcomes have been attained.</li> </ul>	<p>150</p>	
	<p><b>POSSIBLE POINTS</b></p>	<p><b>TOTAL POINTS</b></p>
<p><b>TOTAL</b></p>	<p><b>1000</b></p>	

Applicant must obtain the minimum scoring requirement of 800 points (80% of total) to be considered for funding.