

MEMORANDUM OF UNDERSTANDING

**Between
THE CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)**

**And
THE CALIFORNIA DEPARTMENT OF AGING (CDA)**

**For the
MENTAL HEALTH SERVICES ACT**

I. Purpose

This Memorandum of Understanding (MOU) is entered into by and between the California Department of Mental Health (DMH) and the California Department of Aging (CDA) to define the relationship between DMH and CDA as it relates to the implementation of the Mental Health Services Act (MHSA) and the use of MHSA funds.

II. Background

The passage of Proposition 63 (MHSA) in November 2004 provides an opportunity to transform the public mental health system in California by addressing a broad continuum of prevention, early intervention, treatment, and infrastructure support. In addition to the funding available to the county mental health departments, MHSA allows DMH to provide resources to other state entities to enhance their capacity to support the overarching goals of MHSA and its various components. The MHSA components are Community Services and Support, Prevention and Early Intervention, Workforce Education and Training, Innovation, and Capital Facilities and Technological Needs.

There are five fundamental concepts inherent in MHSA which must be embedded and continuously addressed in both local and state level collaborations. These concepts are a client/family driven mental health system, cultural competence, community collaboration, service integration, and a focus on recovery, wellness, and resiliency.

III. Statement of Work

- A. This MOU is based on the activities delineated and approved in the Governor's Budget Act for FY 2008-09 supported with MHSA funds. A

copy of CDA's most recent approved Budget Change Proposal (BCP) for FY 2007-08 is attached in Exhibit A.

B. Summary of Proposed Activities

- Describe the overall goals of the proposed activity.
- Provide a brief summary of the proposed MHSA activities.

C. Work Plan

Each funded entity will be responsible for submitting an annual work plan. A copy of the annual work plan is attached in Exhibit B (see sample Exhibit B work plan).

- The work plan should be based on activities proposed and approved in the BCP(s) (Exhibit A) and negotiations between DMH and the State Entity.
- The work plan should include specific activities, timelines, and deliverables.

D. Staffing

- Provide a description of the proposed staffing based on the approved BCP(s): number of Full Time Equivalent (FTE) positions, classification, and whether permanent or limited term status.

E. CDA Responsibilities

- Attend the quarterly MHSA Interagency meetings
- Provide periodic updates on program implementation issues, concerns or questions to the DMH program liaison
- On an as-needed basis, present accomplishments, findings, best practices, and challenges at meetings, training sessions or conferences pertaining to the implementation of MHSA
- Arrange an annual site visit for the DMH program liaison and other DMH representatives as needed
- Other requests as needed for supporting the implementation of MHSA

F. Role of DMH program liaison

1. General Duties

- Be the primary contact for CDA on MHSA implementation in regards to this MOU.
- Provide MHSA updates to CDA as needed.

- Negotiate the annual work plan.
- Provide feedback on reports.
- Provide other necessary support to CDA in building a collaborative relationship in fulfilling the purpose of this MOU and the overall goals of MHSA.

2. Specific Duties, if applicable

- Customize to reflect DMH program roles and responsibilities pertaining to this MOU

G. Subcontracts (if applicable)

In the event that the State Entity subcontracts any portion of the MHSA funds to another entity, the State Entity shall provide the following to DMH:

- A copy of the Request for Proposal or other procurement documents and contractor selection criteria for DMH's review and approval
- Name and contact information for DMH program liaison on the contractor selection panel
- Name of contractor, contract amount and terms, and a copy of the signed contract specifying the scope of work, including the proposed deliverables and timeline.

H. Reporting Requirements

1. CDA shall provide, at least annually or more frequently if specified, the following reports/updates to DMH:
 - a. Contact list updates for both program and fiscal contacts.
Deadline: quarterly, or as needed
 - b. Annual report summarizing activities on related MHSA activities for the previous fiscal year. Format will be provided by DMH. The annual report includes program and fiscal information. Deadline: July 30.
 - c. Mid year update summarizing activities on related MHSA activities for the current fiscal year and projected budget activities for budget year. Format will be provided by DMH. The mid year update includes both program and fiscal information. Deadline: January 31.
 - d. Additional requests for information as needed to provide updates to the Administration, Legislature and stakeholders.

2. DMH may revise the reporting requirements as needed and present the proposed changes at the MSHA Interagency meetings.
3. All reports (see b and c above) must be submitted to the MHSA State Coordinator or his/her designee.
4. Reports must be submitted electronically.
5. Information collected from the reports will be published and shared with the public.

I. Department/Program Contacts

Both DMH and CDA will designate the following representatives to act in a liaison capacity throughout the term of this MOU:

Department Representative

DMH Contact	CDA Contact
Name: Carol Hood	Name: Edmond P. Long
Title: MHSA State Coordinator	Title: Acting Deputy Director
Address: 1600 9 th St., Rm. 140	Address: 1300 National Drive, #200
City, Zip: Sacramento, 95814	City, Zip: Sacramento, 95834
Phone: 916-654-3551	Phone: (916) 419-7544
Email: carol.hood@dmh.ca.gov	Email: elong@aging.ca.gov

Program Liaison

DMH Contact	CDA Contact
Name: Debbie Manas	Name: Lin Benjamin
Title: AGPA	Title: Geriatric Mental Health Sp.
Address: 1600 9 th St., Rm. 140	Address: 1300 National Drive, # 200
City, Zip: Sacramento, 95814	City, Zip: Sacramento, 95834
Phone: (916) 653-3693	Phone: (916) 928-7890
Email: debbie.manas@dmh.ca.gov	Email: lbenjamin@aging.ca.gov

IV. TERM

The term of this MOU is three years – July 1, 2008 through June 30, 2011.

V. GENERAL PROVISIONS

- A. The Exhibit B (work plan) must be updated annually by both DMH and CDA. It may also be amended at any time by written mutual consent of both parties.
- B. CDA shall provide copies of the BCP or Spring Finance Letters requesting additional MHSAs funds to DMH for approval prior to submission to the Health and Human Services Agency or other reporting agency and/or the Department of Finance. When available, a copy of the budget concept paper shall also be forwarded to DMH. Failure to provide DMH with the above documents may prevent DMH from having a timely review and concurrence of the proposed MHSAs funding requests and affect CDA's request for funding under MHSAs.

Draft budget concept paper, BCP or Spring Finance Letters shall be submitted to Debbie Manas, Community Services Division, 1600 9th Street, Room 140, Sacramento, CA 95814, Debbie.manas@dmh.ca.gov.

- C. It is mutually agreed that if the funding for the current year and/or any subsequent years covered under this Agreement is reduced or discontinued for purposes of this program, DMH and CDA will have the option to either cancel this MOU or offer an agreement amendment to reflect the reduced amount. Either party may terminate this MOU by giving 30 days written notice to the other party. The notice of termination should specify the effective date of termination.
- D. Funding for this MOU shall be subject to the provisions set forth in Welfare and Institutions Code 5891 regarding non-supplantation.
- E. This MOU is not effective until signed by both parties.

 8/29/08
Signature and Date

EDMOND P. LONG
Acting Deputy Director
Long Term Care and Aging
Services Division

 9-5-08
Signature and Date

DENISE M. AREND
Deputy Director
Community Services Division