



Department of Alcohol & Drug Addiction Services



Department of Mental Health

Orman Hall, ODADAS Director • John R. Kasich, Governor • Tracy J. Plouck, ODMH Director

Date: June 1, 2012

To: ADAMHS/ADAS/CMHS Board Executive Directors

Cc: Leadership Roundtable  
ODMH Senior Staff  
ODADAS Senior Staff

From: Debbie Nixon-Hughes, Deputy Director, ODMH  
Jim Lapczynski, Deputy Director, ODADAS

Subject: SFY 2013 Community Plan Guideline Update

*DNH / AA*

As a follow-up to the Community Plan Guidelines SFY 2013 regarding the submission of the community plan, please be advised of the following:

Boards with an approved SFY 2012-2013 Community Plan submitted and on file have already fulfilled the requirements of the Ohio Revised Code for the submission of a Community Plan for SFY 2013. However, the new guidelines offer the opportunity for Boards to provide additional information in the narrative portion of the plan for purposes of budget advocacy and development of a learning community for the community mental health system. A joint Community Plan Sub-committee (including representatives from Boards, OACBHA, ODMH, ODADAS) has determined that the narrative portions of the SFY 2013 Community Plans, due on June 30, 2012, may be submitted as a supplement to an existing approved plan. Boards have the option to submit their SFY 2013 Community Plan narrative as a proposed plan amendment if a Board believes there have been significant changes to its approved SFY 2012-2013 Community Plan. Pursuant to statute, a proposed amendment to an approved community plan is subject to the Directors' approval. Submissions of supplements to approved plans will not be subject to the approval process.

Considering the intended purposes for the new guidelines for the narrative portion of the SFY 2013 Community Plan, to provide local information for: (a) state budget advocacy in the next biennium; and, (b) developing a 'learning community' for the Boards and the Departments, each submission will be analyzed by a team consisting of Board, ODADAS, and ODMH representatives in order to use the information provided to prepare an aggregate advocacy document that identifies statewide trends and that supports resource and/or training needs.

In the spirit of reduced administrative burden, Boards are encouraged not to duplicate information currently included in their SFY 2012-2013 Community Plan. Boards should provide additional concise and succinct information that will inform and aid ODADAS and ODMH in their budget preparations as well as support the sharing of information and knowledge among the Boards.

The SFY 2013 Board Budget instruction and template will be sent out under separate cover to Boards during the last week of June, 2012. The Board Budget is not to be submitted with the SFY 2013 Community Plan.

The budget submission for ODMH funds, which will be based on updated funding projections, will be reviewed as a proposed amendment to the budget included in the previously approved SFY 2012-2013 Community Plans.

The document below will provide detailed information on the options available to the Boards. In addition, a signature page has been attached as a part of the adjustments to the SFY 2013 Community Plan Guidelines.

This document soon will be placed on the ODADAS and ODMH website for future reference.

If you have any questions about this communication or the Community Plan process, please let us know via e-mail to [communplan@ada.ohio.gov](mailto:communplan@ada.ohio.gov) and we will respond as quickly as possible. Thank you in advance for your Community Plan efforts.

## **Final Adjustments for the SFY 2013 Community Plan Narrative Guidelines**

### **Executive Summary:**

There are some final adjustments to the SFY 2013 Community Plan process. (1) Boards can either submit by the due date a FY 2013 Community Plan narrative 'supplement' or a SFY 2012-2013 Community Plan narrative 'amendment.' Each option has different documentation requirements, and an 'amendment' must be approved by the Departments. (2) Required documents are specified. The FY 2013 Board Budget template will be sent to Boards under separate cover during the last week of June, 2012, and submission will be due on Friday, August 31, 2012. These budget submissions, which will be based on updated funding projections, will be reviewed as proposed amendments to the SFY 2012-13 submissions.

### **Final Adjustments for the SFY 2013 Community Plan Narrative Guidelines:**

There have been some final adjustments for the SFY 2013 Community Plan process resulting from legal consultations and work with the OACBHA/ODADAS/ODMH Community Plan sub-committee. These changes should make it easier for Boards to prepare their SFY 2013 Community Plan narratives, and better fulfill the intended purposes of providing local information for: (a) state budget advocacy; and, (b) developing a 'learning community' for the Boards and the Departments.

1. Because Boards already have an approved SFY 2012-2013 Community Plan, the requirements of the Ohio Revised Code are already fulfilled. This means a Board has the option of (a) submitting the SFY 2013 Community Plan as a 'supplement' to its approved SFY 2012-2013 Community Plan or (b) submitting the SFY 2013 Community Plan as a proposed 'amendment' to its approved Plan.

**In the case of submitting a 'supplement,'** the Board will be indicating that it has no major changes to its approved SFY 2012-2013 Community Plan and is supplying local information for the purposes of budget advocacy and developing a statewide learning community. The 'supplement' will not need to be approved by the Departments, and the OACBHA/ODADAS/ODMH Community Plan sub-committee will analyze the Board's submission and disseminate compiled information from all Boards to fulfill the Plan's intended purposes relating to advocacy and information sharing.

**In the case of submitting an 'amendment,'** the Board is indicating that it has major changes to its approved Community Plan. This entails completing the SFY 2013 Community Plan with details describing major changes, including any changes in the attachments of the SFY 2012-2013 Community Plan. The submitted 'amendment' to the SFY 2012-2013 Community Plan will be reviewed by the Departments for approval of the Plan changes. After the Plan 'amendment' is approved, the Plan will be forwarded to

the Community Plan sub-committee for analysis and dissemination of compiled information for advocacy and information sharing purposes.

**A signature page for the SFY 2013 Community Plan narrative** is provided as an attachment to this document. It includes check boxes with which the Board indicates that it is submitting a SFY 2013 Community Plan narrative 'supplement' or a SFY 2012-2013 Community Plan narrative 'amendment.' The completed signature page must be sent by mail to: Mathew Loncaric, ODMH 8<sup>th</sup> Floor, 30 E. Broad St., Columbus, Ohio 43215.

2. There have been questions from Boards about additional documents that need to be included with the SFY 2013 Community Plan.

**If a Board is submitting a 'supplement,'** the only document that needs to be sent via e-mail to [communplan@ada.ohio.gov](mailto:communplan@ada.ohio.gov) by Friday, June 29, 2012 is the completed SFY 2013 Community Plan narrative with the completed original signature page soon to follow via mail. The SFY 2013 Board Budget template will be sent to Boards under separate cover during the last week of June, 2012, and submission will be due Friday, August 31, 2012.

**If the Board is submitting an 'amendment' to their SFY 2012-2013 Community Plan,** the following documents need to be sent via e-mail to [communplan@ada.ohio.gov](mailto:communplan@ada.ohio.gov) by Friday, June 29, 2012: the FY 2013 Community Plan narrative document with the completed original signature page to follow via mail, and a description of the major changes to the SFY 2012-2013 Community Plan, including any major changes to the appendices, i.e., ODMH Service Level Checklist and/or ODMH Community Plan Adult Housing Categories (these documents can be found at <http://mentalhealth.ohio.gov/what-we-do/protect-and-monitor/community-plans/index.shtml> ). The SFY 2013 Board Budget template will be sent to Boards under separate cover during the last week of June, 2012, and submission will be due Friday, August 31, 2012.

If you have any questions about this communication or the Community Plan process, please let us know via e-mail to [communplan@ada.ohio.gov](mailto:communplan@ada.ohio.gov) and we will respond as quickly as possible.

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## SIGNATURE PAGE

### Community Plan Narrative for the Provision of Alcohol, Drug Addiction and Mental Health Services: SFY 2013

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Each Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board, Alcohol and Drug Addiction Services (ADAS) Board and Community Mental Health Services (CMHS) Board is required by Ohio law to prepare and submit to the Ohio Department of Alcohol and Drug Addiction Services (ODADAS) and the Ohio Department of Mental Health (ODMH) a plan for the provision of alcohol drug addiction and mental health services in its area, which constitutes a Board's application for ODADAS funds. The plan is prepared in accordance with procedures and guidelines established by ODADAS and ODMH in consultation with Boards. Having an approved Community Plan for SFY 2012 – 2013 (July 1, 2011 to June 30, 2013), the Board is submitting for SFY 2013 **(please check one box)**:

- a 'supplement' to its approved SFY 2012-2013 Community Plan to fulfill the intended purposes of providing local information for: (a) state budget advocacy, and; (b) developing a 'learning community' for the Boards and the Departments, or
- a proposed 'amendment' to its SFY 2012-2013 Community Plan, to request approval by the Departments of major changes to the SFY 2012-2013 Community Plan.

The undersigned is a duly authorized representative of the ADAMHS/ADAS/CMHS Board. The ADAMHS/ADAS Board hereby acknowledges that the information contained in this submission has been reviewed for comment and recommendations by the Board's Standing Committee on Alcohol and Drug Addiction Services, and is complete and accurate.

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ADAMHS, ADAS or CMH Board Name                      (Please print or type)

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ADAMHS, ADAS or CMH Board Executive Director

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Date

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ADAMHS, ADAS or CMH Board Chair **(Signature only  
necessary if Board is submitting an 'amendment')**

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Date

[Signatures must be original or if not signed by designated individual, then documentation of authority to do so must be included (Board minutes, letter of authority, etc.)].