



# Numbered Advisory Memorandum

**Ted Strickland**, Governor  
**Sandra Stephenson**, Director

**Date Issued:** 9/16/2010

**Number:** 9-FY11-3

**Subject:**

- Allocations
- Certification
- Licensure
- Medicaid
- Policy and/or Procedure
- Other Critical Information

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**To:** Provider Agencies  
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**Required Action:**  No  Yes, by this date: 10/01/2010

All ODMH policy memoranda are posted on the ODMH Web site at  
<http://mentalhealth.ohio.gov/partner-resources/numbered-advisories/index.shtml>

**Title:**  
Revised Announcement of State Fiscal Year 2011 (SFY 11) Intent to Fund Proposal for Implementing Medical Protocols and procedures for application for funding from Community Mental Health Block Grant (BG).

**NOTE:** ODMH has extended the due date for all application materials to allow sufficient time for all applicants to submit the required application materials. Please note all of the revised dates and contact information in this Numbered Advisory Memorandum and application materials.

The procedures, reviews, and deadlines described in this Announcement **DO NOT APPLY** to Block Grant allocations to Boards for direct services. As in the past, Block Grant funds for direct services are authorized by a Board's approved Community Plan and are allocated through the Allocation Guidelines.

Proposed funding is contingent on final federal Block Grant award and Ohio's approved biennial budget.

**CONTENT:**  
**BLOCK GRANT and STATE BUDGET:** SFY 2011 will be another challenging year for Ohio's Community Mental Health Block Grant and State GRF funded programs. ODMH's 2011 Block Grant (BG 11) allocation from the Federal government again has been reduced. Additionally, State GRF Allocation funds have been significantly reduced.

### Establishing mental health as a cornerstone of overall health

In these serious and stressful economic times, mental health services and resources are even more essential as Ohioans face unprecedented loss of jobs.

In partnership with our stakeholders we have looked critically at all aspects of our system and are committed to move forward in a way that best preserves vital services in our community. We have also used ODMH's core mission and strategic plan to help guide us in making these important funding decisions.

**CAUTIONARY STATEMENT REGARDING BLOCK GRANT BEYOND SFY 2011:**

Due in part to diminished mental health general revenue funding over the past two fiscal years, it is possible that a funding gap within the mental health system will occur that may impact children and youth living with a Severe Emotional Disturbance (SED) and adults living with a Severe Persistent Mental Illness (SPMI). This projected funding gap could impact one or more of the following:

- Funding to support crisis and community-based and discharge planning services for SPMI individuals without any health insurance (including Medicaid), who are released from hospitals and prisons;
- Funding to support crisis and community-based and discharge planning services for SED individuals without any health insurance (including Medicaid), who are released from hospitals, Department of Youth Services (DYS), and long-term youth residential facilities; and
- Non-Medicaid service/supports (i.e., housing, consumer operated services, and employment) for individuals living with SPMI and SED.

The Substance Abuse and Mental Health Services Administration (SAMHSA) recently cautioned that it may impose some additional limitations on how Mental Health Block Grant may be used. However, SAMHSA continues to prioritize these funds for community services and supports for adults with serious mental illness and children with severe emotional disturbances. Additionally, Congress is demanding more accountability for Block Grant expenditures and will require more data from states in the future.

During the next biennium the Department may need to prioritize block grant funding to support adults who are living with SPMI and youth who are living with SED and who lack Medicaid or other health insurance. In the event that this occurs, the Department will consult with those impacted by any change in funding prior to making final funding decisions. The Department will continue to monitor block grant funding and SAMHSA directives, but we give caution and advise all BG recipients to plan for potential changes and limitations regarding future funding.

**AWARD INFORMATION:** Maximum award of \$150,000 for activities completed between October 8, 2010 and June 30, 2011.

**BACKGROUND AND OVERVIEW:** Ohioans with serious mental illnesses experience rates of somatic physical health morbidity and mortality that far exceed those of the general population. State and national research has revealed that the years of life lost attributable to this common co-morbidity are significant.

ODMH, with funding through Federal Community Mental Health Services Block Grant, CFDA 93.958, is seeking a sub-grantee partner organization that will provide or oversee onsite training, consultation and technical assistance for implementing specific medical protocols into selected pilot community mental health centers (CMHCs) for the following three common health comorbidities:

- 1) Diabetes Mellitus;
- 2) Metabolic Syndrome;
- 3) Bowel Dysfunction (Megacolon).

Each medical protocol must be implemented in a minimum of five CMHCs, and any selected individual CMHC pilot site may request implementation of more than one protocol. The process for selecting the pilot CMHCs must include consideration of the following: rural–urban distribution, geographic distribution in Ohio, large patient population of individuals with SPMI, and experience with integrated mental healthcare & other physical healthcare.

**ELIGIBILITY:** Applications for SFY 11 funding for Implementing Medical Protocols pursuant to this Announcement may be submitted only by eligible applicants who include:

- ODMH licensed or certified mental health provider agencies, associations, and other combinations of these provider groups;
- Consumer and/or family advocacy organizations;
- ODMH Coordinating Centers of Excellence;
- Other Ohio-based Organizations which have received SAMHSA Community Mental Health sub-grant awards in the past three Federal Fiscal Years.

Selection for funding is based on:

1. Feasibility of approaches for accomplishing the activities identified in Performance Measurement Worksheet (please see Project Goals and Objectives Table 1 below);
2. Professional qualifications of organizational staff to implement proposed approach;
3. Adequacy of organizational resources and experience necessary to successfully implement the proposed program;
4. Reasonable goals and approaches to recruit agencies;
5. Appropriate timeline (all activities must be completed by June 30, 2011);
6. Appropriate budget.

As part of the selection process, finalists may be asked to present their proposal to key stakeholders in Columbus, Ohio by October 7, 2010.

**PERFORMANCE MEASUREMENT WORKSHEET:** Please refer to Project Goals and Objectives Table 1 below for specific description of the activities which must be successfully completed as an expectation for funding under this proposal.

**Table 1. Program Goals and Objectives**

<b>Project Name</b>	<b>Implementing Medical Protocols in Community Mental Health Centers</b>
<b>Time Period</b>	<input checked="" type="checkbox"/> State Fiscal Year (SFY) 11
<b>ODMH Strategic Goal(s)</b>	<input checked="" type="checkbox"/> Accelerate and incentivize clinical excellence for Ohioans at all life stages.
<b>Objective</b>	<b>Increase access to effective integrated healthcare services, for adults with serious mental illness, by working with mental health provider organizations to implement disease specific protocols to address comorbid medical conditions.</b>
<b>Projected Impact on target populations / MH system</b>	<b>Improve health outcomes and access to overall healthcare for adults with SMI</b>

Objective Activities	Start Date	End Date	Performance Indicator associated with the Objective	Target # for FY 11
<b>Activity #1</b> Implement a competitive application process to select community mental health centers (CMHCs) for onsite implementation training, consultation and technical assistance for three specific protocols: Diabetes Mellitus, Metabolic Syndrome and Bowel Management in 5 CMHCs each for a total of 15 CMHCs	10/8/10	10/29/10	Five accepted and approved applications for each of three specific medical protocols; CMHCs may apply for more than one protocol	15
<b>Activity #2</b> Conduct initial assessments and monthly assessments as indicated in quality improvement process as set forth in the approved proposal and report on quality improvement activities to ODMH Project Lead.	11/1/10	5/6/11	6 Monthly reports due to ODMH Project Lead by the end of the first week of the following month, including info update and quantitative analysis on all pilot CMHCs, for the calendar month preceding	6
<b>Activity #3A</b> Implement Glucose Monitoring Guideline at five selected mental health provider organizations.	11/1/10	11/30/10	Five mental health provider organizations implement Glucose Monitoring Guideline	5
<b>Activity #3B</b> Implement Bowel Management Guideline at five selected mental health provider organizations.	12/1/10	1/14/11	Five mental health provider organizations implement Bowel Management Guideline	5
<b>Activity #3C</b> Implement Metabolic Syndrome Guideline at five selected mental health provider organizations.	1/15/11	3/11/11	Five mental health provider organizations implement Metabolic Syndrome Guideline	5
<b>Activity #4 A</b> Provide monthly onsite training and consultation to approved pilot CMHCs implementing disease specific medical protocols: Bowel Management, Diabetes Mellitus, and Metabolic Syndrome, as directed by ODMH.	11/1/10	5/6/11	Monthly written updates on each of the pilot CMHCs per #2 above, reporting dates and times of training and consultation services for CMHCs	6
<b>Activity #4B</b> Provide weekly phone or in-person consultation to approved mental health provider organizations implementing disease specific medical protocols	12/1/10	4/29/11	Include dates, times, and recipient CMHCs for phone consults on monthly reports per #2 above	22
<b>Activity #5</b> Provide 5 regional trainings to interested mental health providers on the disease specific integration protocols	1/14/11	3/25/11	Schedule of dates selected and final agenda to project lead by 12/1/10; report on trainings included in monthly reports per #2 above	5
<b>Activity# 6</b> Provide overall analysis and annual report, using control charts and other quantitative measures, summarizing implementation results of all 3 protocols	3/11/11	5/15/11	Annual report with QI analysis; report design due on 4/1/11, first draft due 4/29/11; final due 5/15/11	1

<b>Activity# 7</b> Conduct one all-day, statewide training on the results of the disease specific protocol implementation, open to all CMHCs, and designed with ODMH input and approval per timeline; provide protocols and practical tools for protocol implementation to all participants.	4/1/11	6/17/11	First draft agenda/ presentation due to project lead 4/15/11; final due 4/29/11; training by 6/10/11; Evals from statewide training analyzed and due 6/17/11	1
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**CONDITIONS:** All eligible applicants for funding must submit written applications in the format specified in this Announcement (see the table below). If the application does not meet the review criteria, ODMH reserves the right to make no sub-award, make a sub-award for a lesser amount, make alternative sub-awards for the specified project or make sub-awards for less than a full year. ODMH reserves the right to ask clarifying questions, issue conditional sub-awards, and negotiate a best and final application with one or more applicant(s). Failure to submit an application by the required deadline may result in rejection of the application. ODMH reserves the right to waive errors and omissions that do not materially affect the outcome of said application. Errors and omissions may result in lower evaluation scores or rejection of the application.

**APPLICATIONS:** Applicants are required to complete the Ohio Department of Mental Health Application for Funding for Programs and Projects and the project's Performance Measurement Worksheet (must include goals and objectives listed in Table 1).

Guidelines for specific sections of application:

1. #83, Section IX: Application Narrative: include project plan that describes your organization's relevant qualifications and provide a plan to complete the Project Goals and Objectives identified in Table 1.
2. #86, Budget:
  - Provide a line-item budget and budget narrative for implementation of the Project Goals and Objectives. Payment for services will be made quarterly based on *prior completion* of required items; payment will not be made until the progressive product is complete.
  - Payments will be held when services and reports are not complete per timeline above and decision of ODMH project manager.
3. #84, Section X: Applicant's Achievements or Qualifications  
Provide the following information regarding your organization:
  - Why your organization is interested in this project; how this project fits within your organization's mission and goals; your organization's qualifications to carry out this project (e.g., staff, resources); your organization's previous experience with statewide implementation and evaluation of programs and/or clinical protocols.
  - Provide examples of how your organization communicates with and engages stakeholders (e.g., community mental health centers and others).

**EVALUATION AND AWARD:** Each application will be reviewed by the ODMH Project Lead and the Medical Director. Recommendations based on these application reviews, as well as fiscal and programmatic reviews of past performance and proposed budgets, will be forwarded to the ODMH Leadership Support Team (LST). ODMH will publish a finalized Notice of Intent to Award on the ODMH web site based upon LST approval of program funding on **Friday, October 8, 2010**. Any appeal to this Notice of Intent to Award must be filed with ODMH by certified letter at the address provided, and must be received no later than **4:00 PM, Friday, October 15, 2010**.

The Director of ODMH or designee, in her capacity as chief executive and administrative officer of the department and the state's designee to administer the federal Community Mental Health Block Grant, will make final grant sub-awards based on her consideration of the initial recommendations and, if applicable, information received relating to any appeals to the Notice of Intent to Award. The decision made by the Director or designee to award, modify or not-award is final. This would include complete or partial acceptance, or rejection of any appeal.

**REQUIRED ACTION:** Eligible applicants must submit, by the required date and time, and in the required formats, all information described in this announcement including completed: Application for

Funding Programs and Projects comprised of a budget and budget narrative, PMW, Agreement and Assurances and any additional attachments sent by ODMH to those organizations by e-mail.

**DATES FOR REQUIRED ACTION:**

<b>Date</b>	<b>Action</b>
9/16/2010	<p>ODMH Project Lead will e-mail the following materials to potential applicants:</p> <ol style="list-style-type: none"> <li>1. Numbered Advisory Memorandum (PDF)</li> <li>2. Ohio Department of Mental Health, Application for Funding Programs and Projects (MS Word)</li> <li>3. Ohio Department of Mental Health, Guidance Document for Funding Application for Programs and Projects (MS Word)</li> <li>4. Performance Measurement Made Simple Document (MS Word)</li> <li>5. Performance Measurement Worksheet (PMW) Template (MS Word)</li> <li>6. Agreement &amp; Assurances (MS Word)</li> </ol>
September 9/30/2010	<p>Questions and requests for materials may be submitted to <a href="mailto:Afet.Kilinc@mh.ohio.gov">Afet.Kilinc@mh.ohio.gov</a> or voice-mail 614-752-9703 until 5:00 PM September 30th. Questions will be responded to via e-mail.</p>
10/1/2010	<p>All application materials as listed under the Required Action section <b><u>must be received</u></b> by ODMH no later than 5:00 PM, Friday, October 1, 2010.</p> <p>One signed original paper copy of the Agreement &amp; Assurances must be either hand delivered, delivered by courier or sent by U.S. mail to:</p> <p style="text-align: center;">Ohio Department of Mental Health Afet Kilinc, Ph.D., PCC-SC Integrated Clinical Care Director Division of Medical Director 30 East Broad Street, 8<sup>th</sup> Floor Columbus, OH 43215-3430</p> <p>Additionally, electronic submission of the completed Application for Funding Programs and Projects and completed Performance Measurement (PMW) must be submitted to <a href="mailto:Afet.Kilinc@mh.ohio.gov">Afet.Kilinc@mh.ohio.gov</a> by the same deadline. The risk of delay or failure of delivery is borne by the applicant.</p>

**NAME, TELEPHONE NO., AND EMAIL OF CONTACT PERSON(S):**

*All requests or questions must be submitted to [Afet.Kilinc@mh.ohio.gov](mailto:Afet.Kilinc@mh.ohio.gov) or 614-752-9703*

cc: Sandy Stephenson, MSW, MA, Director  
Marion E. Sherman, MD, Medical Director  
Leadership Support Team (LST)