



**COMMUNITY AND FAMILY PARTNETSHIP TEAM (CFPT)  
Guidelines  
Effective July 1, 2017**

**CFPT Guidelines**

Active and purposeful involvement by individuals with a lived experience of a mental health and/or substance use disorder is essential to helping ensure that Ohio’s behavioral health system is person driven, collaborative, culturally and linguistically competent, trauma-informed, and recovery oriented. Ohio Mental Health and Addiction Services (OhioMHAS) Community Family Partnership Team (CFPT) is designed to increase the voice of individuals with a lived experience with a mental health and/or substance use disorder or their family members by sharing their experience, strength, and hope on OhioMHAS committees and workgroups.

CFPT funds will be used to assist individuals with a lived experience of a mental health and/or substance use disorder or their family members by reimbursing mileage, compensating OhioMHAS committee and workgroup participation through stipends, hosting in-state conferences, paying honorariums for OhioMHAS initiated speaking engagements, paying for lodging and registration for in-state events, and providing technical assistance. Individuals participating on OhioMHAS workgroups and committees are eligible to receive a stipend based on length of the meeting or workgroup as well as mileage reimbursement. Individuals attending conferences may receive mileage reimbursement, prepaid lodging, and conference registration fees.

Participation on OhioMHAS workgroups and committees may include: individuals with a lived experience of a mental health and/or substance use disorder or family members representing diverse cultural and linguistic communities.

The four key components of CFPT that the OhioMHAS Community Recovery Initiatives Administrator coordinates and facilitates are:

1. Recruitment
2. Orientation
3. Mentoring
4. Adherence to the CFPT Policy

**1. Recruitment**

The need to create a pool of individuals with a lived experience of a mental health and/or substance use disorder and family members from diverse cultural and linguistic communities is important to a behavioral health system centered on a well rounded person driven approach.

- a) OhioMHAS or designee will develop a database of individuals will a lived experience of mental illness and/or substance use disorders and family members who are interested in serving on OhioMHAS committees and workgroups as subject matter experts.

- b) At least 30 days prior to a workgroup/committee beginning, the Committee Chair will notify the OhioMHAS Community Recovery Initiatives Administrator of the needed representation who will then contact the OhioMHAS or designee with a request for contact information for individuals with the needed area of expertise.
- c) Individuals with a lived experience of mental illness and/or substance use disorders or family members will comprise 25% of committees and workgroups. \*Special considerations may be pre-approved by Bureau Chief of Recovery Supports.
- d) Interested individuals will be screened, oriented, and approved by OhioMHAS or designee prior to participating in an OhioMHAS sponsored activity.

## **2. Orientation**

The Community Recovery Initiatives Administrator or designee will jointly hold a formal CFPT Orientation twice a year for interested individuals.

- a) The Community Recovery Initiatives Administrator will orient individuals to OhioMHAS CFPT reimbursement guidelines, participant expectations, forms, etc.
- b) The OhioMHAS designee will orient participants to basic principles of advocacy.
- c) Individuals desiring to serve on a workgroup/committee (even those who have previously functioned in this capacity) will need to complete an orientation meeting prior to participating on a committee/workgroup unless the group will only be meeting one time.
- d) Prior to attending the first committee meeting, the Community Recovery Initiatives Administrator will make a copy of the signed CFPT Expectation Form for each individuals with a lived experience and family member and provide it to the Committee Chair.
- e) Committee/workgroup chairs will provide an orientation including a/an:
  - Overview of the committee's function and scope of work
  - List of current committee members
  - Explanation of the group's history and current work focus
  - Frequency and length of meetings
  - Duration of committee work and any relevant documents needed for review
- f) During the first scheduled meeting, the Committee Chair should emphasize why CFPT participation is important and how it enhances OhioMHAS' focus on a person driven recovery oriented system.

## **3. Mentoring**

In order for individuals with lived experience and family members to play a meaningful role in the meeting process, the Committee Chair is responsible for ensuring that each CFPT participant has a mentor on the committee or workgroup if desired. The mentor will explain the meeting purpose and process as well as encourage each individual to provide input when they feel comfortable. This will help ensure equal representation, quality input, and help the individual play an active role in the process. The practical use of structured mentoring should create trust, forge an equal partnership, and promote community leadership and recovery within the behavioral health system.

#### 4. Adherence to the CFPT Policy

CFPT participants may be eligible to receive travel reimbursement and/or a stipend, for the days they participate on committees/workgroups or attend trainings or conferences.

##### Travel/Mileage Reimbursement:

- Individuals who make use of public transportation will be reimbursed based on the cost of transportation documented with receipts or published fare schedules.
- Taxi reimbursement requires pre-approval no less than 48 working hours prior to the date of the meeting by the OhioMHAS Community Recovery Initiatives Administrator.
- Mileage reimbursement may only be claimed by the driver of the vehicle.
- Final mileage reimbursement will be determined based on mileage as calculated in MapQuest from point A to point B

##### Stipends:

- A stipend may be requested for CFPT participants who participate in OhioMHAS sponsored teleconferences, videoconferences, group/team meetings, and/or document review request.
- In order to receive the stipend, CFPT participants are expected to be in attendance for the entire meeting and to actively participate.
- The funds paid are tiered based upon the type and duration of activity completed (Please see payment request form for additional information).

##### Processing and Payment:

- Payment request forms will be provided by the OhioMHAS Committee/workgroup Chair.
- The Committee/workgroup Chair must sign and submit the completed forms to the OhioMHAS CFPT Administrative Support.
- To receive reimbursement, payment request forms should be completed, signed, and turned in to the Committee/workgroup Chair within 30 days of the meeting.
- If a check has not been received, CFPT participants may call the Community Recovery Initiatives Administrator 30 days after the meeting date in order to ensure that their payment request form has been submitted
- Checks must be cashed within 60 days of receipt or they will be voided.
- If a check has been lost, it may be reissued upon request if the request is made within 60 days of the date the check was issued. In case of a stop payment fee, the fee will be subtracted from the total amount of the check prior to issuance.
- **\*No payment will be issued for forms turned in after 60 days meeting date.**

##### Overnight Accommodations:

- Overnight lodging requires preapproval by Community Recovery Initiatives Administrator or designee prior to the date of the meeting.

- CFPT overnight accommodations will be reimbursed in alignment with State Guidelines, Policy for OhioMHAS Travelers, which specifies lodging may be reimbursed only when required to travel at least 45 miles from residence.
- Community Recovery Initiatives Administrator should be notified of any hotel cancellations immediately.

**Please Note:**

- **All Community Family Partnership Team Program funds are considered sources of income and should be reported as such. If you have any questions about how or if receiving Community Family Partnership Team Funds may impact your entitlements, please contact a Certified Work Incentive or Benefit Planner.**
- Individuals requesting CFPT funds employed and paid by their employer for their time and/or travel expenses are not eligible to receive reimbursement or stipends.
- Individuals requesting CFPT funds employed by OhioMHAS, or their significant others, or an organization funded by OhioMHAS are not eligible to receive CFPT funds.
- Reimbursement rates are subject to change without advanced notice. Stipends and mileage rates will be reimbursed based on the state rate and availability of funding.
- Stipends are taxable income. Each individual with lived experience and/or family member who accumulates \$600 or more in stipends during a calendar year will receive a 1099 MISC Form. Participant's Social Security number will be required for this process.
- It is the applicant's responsibility to contact their employer, tax lawyer or local Job & Family Services Office to assure CFPT funds do not adversely impact entitlements or income tax filing status.
- Individuals who falsify their application for CFPT will not be eligible for future participation.