

Transforming Children's Mental Health in America

Introduction to the Child, Adolescent, and Family Branch and Grants Management

Technical Assistance Partnership
for Child and Family Mental Health

New Communities Orientation
Webinar Series

November 4, 2009



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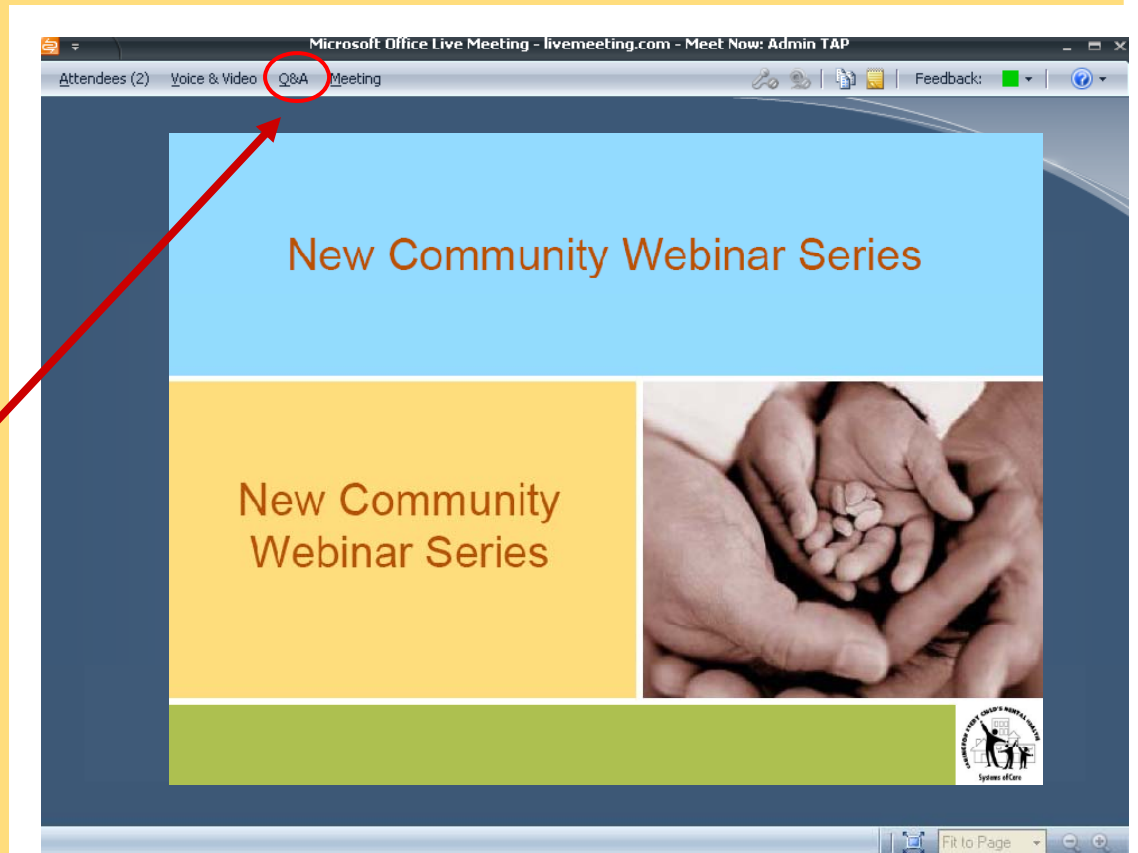
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Transforming Children's Mental Health in

Prevention, Assessment, and Management

Community Partnership for Family Mental Health

Services Orientation Series

November 4, 2009



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Child, Adolescent, and
Grants Management

Technical Assistance Partnership
for Child and Family Mental Health



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Transforming Children's Mental Health in America

Introduction to the Child, Adolescent, and Family Branch and Grants Management

Presenters:

Gary Blau, Branch Chief, Child, Adolescent and Family Branch, Center for Mental Health Services

Michele Herman, Project Officer, Child, Adolescent and Family Branch, Center for Mental Health Services

Darrell Russ, Senior Grants Management Specialist, Division of Grants Management, SAMHSA



Gary Blau

Branch Chief

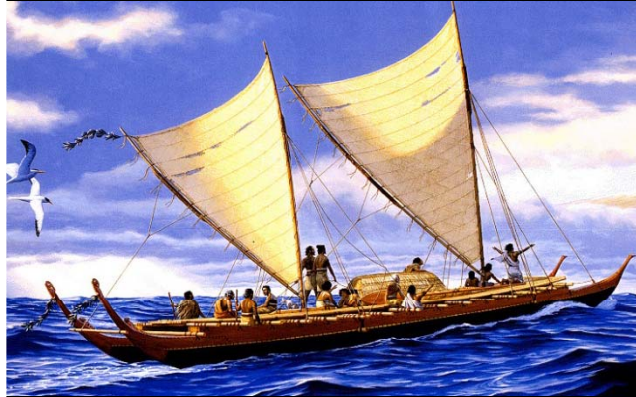
**Child, Adolescent and Family Branch,
Center for Mental Health Services**



Center for Mental Health Services
Child, Adolescent and Family Branch

Congratulations and Welcome Aboard!





If you want to build a boat, do not instruct the men to saw wood, stitch the sails, prepare the tools and organize the work, but make them long for setting sail and travel to distant lands.

~ Antoine De Saint-Exupery ~

Family-Driven, Youth-Guided Systems of Care Look Like



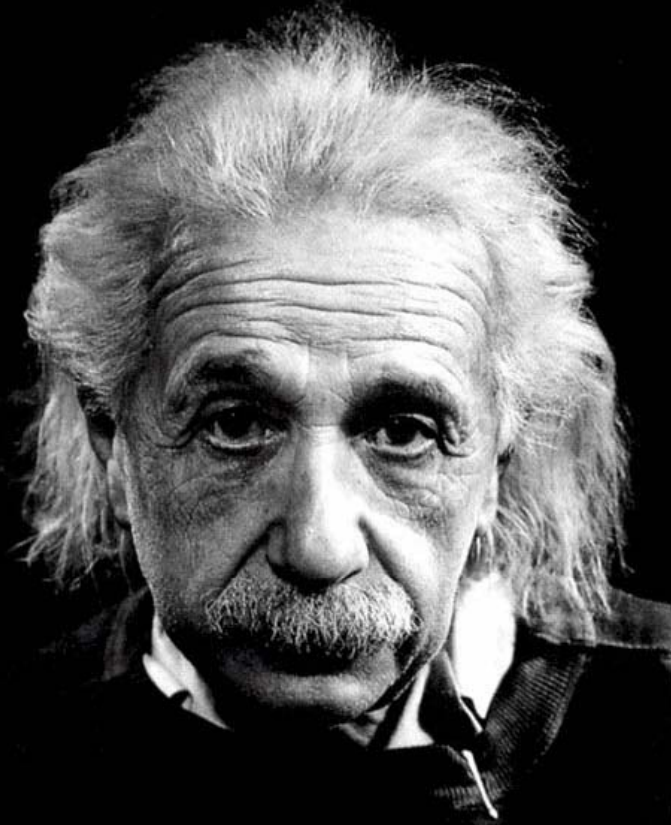
System of Care Communities of the Comprehensive Community Mental Health Services for Children and Their Families Program



Funded Communities

Date	Number
1993-1994	22
1997-1998	23
1999-2000	22
2002-2004	29
2005-2006	30
2008	18





$$T = (V + B + A) \times (CQI)^2$$

The Transformation Equation

Transformation =

$(\text{Vision} + \text{Belief} + \text{Action}) \times (\text{Continuous Quality Improvement})^2$

Key elements of the Transformation Equation are:

- *Vision that provides direction for the work we do*
- *Belief that guides the work we do*
- *Action that is taken to make our vision and beliefs a reality*
- *Continuous Quality Improvement which helps ensure that our actions reflect the wishes and needs of the community served*



CMHS

Child, Adolescent & Family Branch Logic Model

Vision

All children and their families live, learn, work, and participate fully in communities where they experience joy, health, love, and hope.

Mission

Through investment in and partnerships with community-based systems of care, the Child, Adolescent and Family Branch promotes the potential and well-being of children and youth who have, or are at risk of having, a serious emotional or behavioral disturbance, and their families.

Target Population

Children and youth with a mental health need and their families.

TRANSFORMING CHILDREN'S MENTAL HEALTH CARE IN AMERICA

Family Driven

Youth Guided

Evidence Based

Clinical Excellence

Cultural & Linguistic Competence

Context



Child, Adolescent & Family Level

- Create positive experience with services & supports
- Promote family strengths
- Develop child & youth potential & well-being

Practice Level

- Ensure effective and accessible service delivery
- Ensure sufficient and trained workforce
- Promote culturally & linguistically responsive service practices

System Level

- Raise awareness about child & youth mental health issues
- Ensure collaborations to integrate mental health as a component in overall health
- Ensure access to resources to address child and family mental health issues

Strategies



Programs

- Children's Mental Health Initiative
- Circles of Care
- Partnerships for Youth Transition
- Statewide Family Networks
- Child & Adolescent State Infrastructure Grants

Branch Functions

- Technical Assistance for grant preparation
- Oversee all implementation requirements of grants, cooperative agreements and contracts

Extensive Partner Network

- Communications
- Technical Assistance
- Research / Evaluation
- Agreements with other federal agencies

Outcomes



Child, Adolescent & Family Level

- Significant improvement in behavior & emotional functioning of children
- Increased satisfaction with services
- Family & youth have a decision-making role in service planning

Practice Level

- Increased use of evidence-based practice
- Increased workforce training
- Practice reflects the cultural and linguistic characteristics of the population being served

System Level

- Increased sustainability of grantees
- Increased collaboration across federal agencies
- Sustained or increased funding available for the support of programs

Continuous Quality Improvement

Systems of Care as a Transformation Strategy

Beliefs

+

Actions

x

(CQI)²

Family Involvement



- Moving from family involvement to family driven

Youth Involvement



- Fully embracing youth involvement

Technical Assistance



- Integrating technical assistance activities

Research



- Opening the data set
- Establishing key benchmarks

System of Care Transformation



- Recovery, resilience, prevention - defining how systems of care contribute

Cultural Competence



- Moving from concept to reality. *Tools & strategies*



- Relentless customer focus

- Solid foundation of cultural competence

- Family driven and Youth Guided



Strategic Planning

- **Strategic Plan is the Umbrella**
 - Social Marketing/Communications Plan
 - Sustainability Plan
 - Cultural Competence
 - Technical Assistance





Ask Gary

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Michele Herman

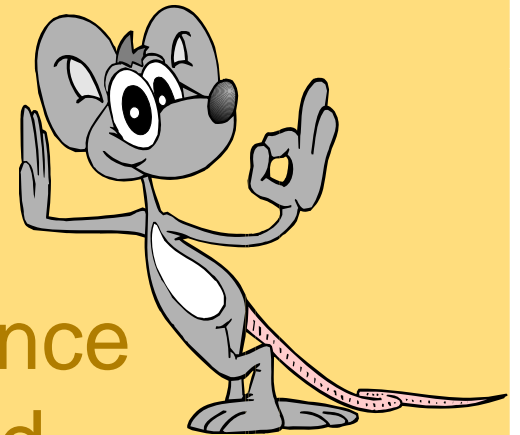
Project Officer

**Child, Adolescent and Family Branch,
Center for Mental Health Services**



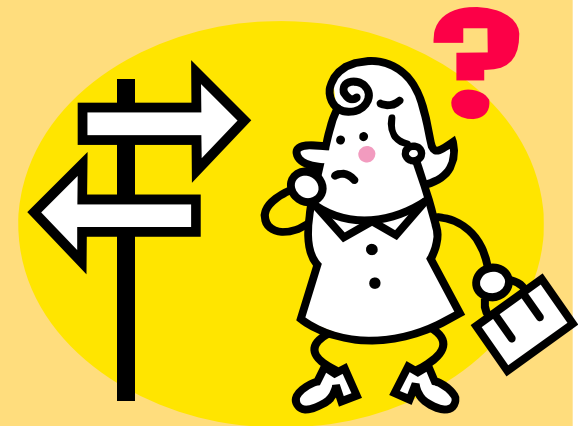
Role of the Federal Project Officer

- Manage administrative aspects of the cooperative agreement
 - Bi-annual reports
 - Continuation applications
- Responsible for ensuring compliance with Federal laws, regulations, and terms and conditions of award



Role of the Federal Project Officer

- Monitor progress in program implementation
- Help with decision making to help achieve project objectives
- Recommend approval for decisions regarding key personnel and budget issues
- Assist with strategic planning



Role of the Federal Project Officer

- Oversee collaboration with technical assistance partners to make sure all technical assistance needs are met
- Respond to needs of community
- Periodic conference calls
- Site visits (years 2 and 4)



Questions?

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Darrell Russ

Senior Grants Management Specialist
Office of Program Services,
Division of Grants Management

Office Number: 240-276-1517

E-Mail: Darrell.Russ@samhsa.hhs.gov



TOPICS

- Grants Management Role and Responsibilities
- Prior Approval Requirements
- Method for Requesting Approval
- Reporting Requirements
- Other Grants Management Issues

Grants Management's Role

- Separate office
- Partners with SAMHSA Program Officials
- Expertise in business and non-programmatic matters associated with the review, negotiation, award, and administration of grants and cooperative agreements

Actions Requiring Prior Approval

- Change in Scope: (i.e. reduction in services originally proposed, reduction in number of clients)
- Change of a subcontract
- Transfer of substantive programmatic work to a contractor
- (Re-budgeting) of funds:
 - Cumulative amount of transfers among direct/indirect cost categories exceeding 25% of the total award amount or \$250,000, whichever is less.
- Extension of the budget period with or without additional funds.

SAMPLE Budget Revision over 25% Rebudgeting Ceiling

<u>EXAMPLE</u>	Original Yr. 1 Budget	Yr. 1 Re-Budget
Personnel Joe Smith, P.D., (Old FTE = 100% FTE, New FTE = 63% FTE. @ \$60,000 Ann.Sal.) Harry Snow, Admin. Ass. (100% FTE @ \$38400 Ann. Sal.) SUBTOTAL <i>Justification: Reduction in Program Director's Time & Effort. Because the Admin. Assistant is 100%..</i>	<u>Federal</u> 60,000 38,400 98,400	<u>Federal</u> 37,800 38,400 76,200
Travel • One trip for 2 ppl (6-day/5 nights). Airfare (\$500 x 2), per diem (\$65 x 2 x 6 days), hotel (\$150 per night x 2 ppl x 5 nights). • Local Milage - .405/mile X 74 miles X 2 Staff X 12 months SUBTOTAL	2,280 720 3,000	2,280 720 3,000
Supplies General office supplies for Project Director/Prin. Invest. (\$200 x 12 months) SUBTOTAL	1,800 1,800	1,800 1,800
Contractual GGS Contractor – Evaluation and mental health services SUBTOTAL <i>Justification: Cost increased due to the additional services and responsibilities.given to the contractor.</i>	21,000 21,000	43,200 43,200
Total	\$124,200	\$124,200



Process for Requesting Approval

- Request submitted in writing by grantee organization:
 - Address to Grants Management Specialist
 - Reference Grant Number (e.g. SM-12345)
 - Provide programmatic and detailed budget and budget justification (if applicable).
 - Sign by both Program Director and Business Official
- Requests may be submitted via email attachment to your Grants Management Specialist, Darrell Russ (and a copy to your Government Project Officer). *(Make sure the request is on organization letterhead).*
- Request must come from the grantee organization only (not a Contractor).
- Reviewed by both Grants Management Specialist and Government Project Officer.
- Approval will be official with a revised Notice of Grant Award mailed to the grantee organization.

Method for Requesting Approval: (Carryover)

- Carryover of funds from one budget period to another:
 - To expedite the request, submit the Financial Status Report (SF-269 Long Form) with the carryover request. Due date will be provided by the Government Project Officer.
- The request must include the following:
 - Amount of carryover funds requested, showing Direct and Indirect Cost Categories, broken down by line item budget with budget narrative.
 - Justification and plans for use of carryover.
 - Programmatic need.
 - Explanation of why funds were not spent in previous year.

Carryover Budget Breakdown/Budget Justification Illustration Based on \$20,000 (Carryover of Federal Funds)

EXAMPLE (The Match Ratio is 1:1 for Yr2)	Original Yr. 2 Federal/Non-Federal Budgets		Yr. 2 Carryover (C/O) Budget		Total Federal Budget <u>Original Yr. 2 C/O</u>
	<u>Federal</u>	<u>Non- Federal</u>	<u>Federal</u>	<u>Non-Federal</u>	
Personnel					
Joe Smith, P.D., (100%FTE. @ \$30,000 Ann.Sal.)	30,000	30,000			30,000
Harry Snow, Admin. Ass. (100% FTE @ \$19,200 Ann. Sal.)	19,200	19,200			19,200
SUBTOTAL	49,200	49,200			\$49,200
Travel					
• One trip for 2 ppl (6-day/5 nights). Airfare (\$500 x 2), per diem (\$65 x 2 x 6 days), hotel (\$150 per night x 2 ppl x 5 nights).	2,280	2,280			
• Local Milage - .405/mile X 74 miles X 2 Staff X 12 months	720	720			
SUBTOTAL	3,000	3,000			\$3,000
Supplies					
General office supplies for Project Director/Prin. Invest. (\$200 x 12 months)	1,800	1,800			
SUBTOTAL	1,800	1,800			\$1,800
Contractual					
GGs Contractor – to perform additional evaluation and mental health services	21,000	21,000	20,000	20,000	41,000
SUBTOTAL	21,000	21,000	20,000	20,000	\$41,000
<i>Carryover Budget Justification: Additional funds to provide additional evaluation services.</i>					
Total	\$75,000	\$75,000	\$20,000	\$20,000	\$95,000



Reporting Requirements

<u>REPORTS</u>	<u>RESPONSIBILITY</u>	<u>SENT TO</u>
Programmatic Quarterly, Annual and Final Progress Reports	Program Director	Division of Grants Management (DGM) (and a copy to Government Project Officer)
Quarterly Financial Reports (PMS-272)	Grantee Organization	Division of Payment Management (DPM) (www.dpm.psc.gov)
Annual Financial Status Reports (SF-269 Long form)	Grantee Organization	Division of Grants Management (DGM)



Grants Management Topics

- Drawdown of Funds are made through another Federal office:
- Division of Payment Management (DPM)
 - University & Non-Profit Payment Branch
 - **Contact : (301) 443-9183**
 - Gov't & Tribal Payment Branch
 - **Contact: (301) 443-1558**
- Website Address: www.dpm.psc.gov

Helpful Grants Management Websites:

- Post award Administrative Requirements
 - *Prior Approval, Re-budgeting, etc.*
 - www.samhsa.gov
 - Click on “Grants,” then “Grants Management,” and scroll down till you see the heading titled “Postaward Administrative Requirements” there you will be able to find all Post award Administrative Requirements.
- HHS Grants Policy Statement
 - (“Google” HHS Grants Policy Statement)
- Financial Status Report (FSR), SF-Form 269
 - www.whitehouse.gov/omb/grants/sf269.pdf

Acronyms

- FSR-Financial Status Report
- GPO/FPO- Government Program Officer/Federal Program Officer are one in the same.
- CMHS-Center for Mental Health Services/SAMHSA
- SAMHSA-Substance Abuse Mental Health Services Administration
- CMHI-Children's Mental Health Initiative

Grant Requirements

- Notice of Grant Award-Work with the GPO and Grants Management Specialist (GMS), SAMHSA, regarding Terms and Conditions
- Reporting
 - Continuation Application (due March 2010)
 - Progress report (due March 15, 2010)
 - Annual Financial Status Report (FSR, SF-269)(due Dec.31,2010)
 - Quarterly Financial Reports (SF-272)(due to Division of Payment Management (DPM. Check DPM's website for due dates.

Questions?

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*Reminder: Please fill out the evaluation form!
It will appear as you exit the Webinar.*

Need more information?

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