



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2309

July 24, 2007

DMH INFORMATION NOTICE NO.: 07-14

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: MENTAL HEALTH SERVICES ACT (MHSA) WORKFORCE
EDUCATION AND TRAINING COMPONENT – PROPOSED
THREE YEAR PROGRAM AND EXPENDITURE PLAN
GUIDELINES, FISCAL YEARS 2006-07, 2007-08, AND 2008-09

REFERENCE: IMPLEMENTATION OF THE MHSA, WELFARE AND
INSTITUTIONS CODE (WIC) SECTIONS 5820, 5821, 5822, 5847,
5848, AND 5892

The purpose of this Department of Mental Health (DMH or the Department) Information Notice is to transmit to Counties¹ the proposed guidelines for Counties to submit their Workforce Education and Training component of the Three-Year Program and Expenditure Plan of the Mental Health Services Act (MHSA or the Act). Proposed guidelines are included as **Enclosure 1A & 1B**.

Per Welfare and Institutions Code Section 5848, the Department of Mental Health (DMH) has the responsibility to establish the guidelines for the content of the counties' Three-Year Program and Expenditure Plan (Three-Year Plan). These proposed guidelines have been developed by means of a comprehensive stakeholder process and represent the input received through statewide conference calls, workgroup and general meetings, and written comment over a twelve month period. While consensus was not possible on all issues, the process allowed all perspectives to be heard and resulted in significant revisions to the document. This DMH Information Notice applies only to the Workforce Education and Training component of the Three-Year Plan.

Workforce Education and Training is one of five components of the MHSA. It is part of a broad continuum of Community Services and Supports, Prevention and Early Intervention,

¹ "County" means a County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or a city-operated program receiving funds per Welfare and Institutions Code Section 5701.5 (California Code of Regulations, Section 3200.090).

Capital Facilities, Technology, and Innovation that are addressed by the Act. It is expected that each component eventually will be part of a comprehensive, integrated approach to community mental health services and supports. Each component must reflect the ideology and values of the Act. All components must be accountable for the outcomes specified in the Act.

Consistent with the sequential phasing for each of the MHSA components, the next scheduled implementation is for the Workforce Education and Training component of the Three-Year Plan.

Planning Process

The Community Program Planning Process undertaken by counties in developing their initial Community Services and Supports (CSS) components should provide the foundation for future planning processes. Counties are encouraged to develop on-going planning and monitoring stakeholder committees, and to use and augment these groups as needed for the particular planning and oversight expertise for the Workforce Education and Training component. Planning processes should continually augment and strengthen what is already in place. In this way counties will be able to develop an informed constituency, while continually reaching out to broaden diversity and expertise.

The planning process for the Workforce Education and Training component should revisit the priorities and discussions documented in previous MHSA planning processes, and should focus upon getting additional input from any new stakeholders who have experience, interest, or expertise in this subject area. It is recognized that workforce issues may draw upon expertise outside of the more formal MHSA planning processes. In any case, the County shall ensure that on-going stakeholder committees and/or key stakeholders are informed and/or directly involved regarding recommendations for this component.

Planning Funds Approved Prior to Workforce Education and Training Component Approval

Counties have been provided the opportunity to request planning funds to cover the time period needed by each county to develop and submit to the Department their proposed Workforce Education and Training component. All activities initiated by counties with these funds are to fit within the Workforce Education and Training component proposed guidelines contained herein.

Technical Assistance

Prior to Counties submitting proposed Workforce Education and Training components the Department will offer counties technical assistance in the form of informal dialogue and exchange of information between County representatives and DMH staff and consultants.

Scheduled technical assistance meetings and teleconferences, as well as useful information and planning documents, will be posted at <http://www.dmh.ca.gov/mhsa/EducTrain.asp>.

Fiscal Considerations

Enclosure 2 lists Planning Estimates available for each County for implementing its Workforce Education and Training component through June 2009, to include a maximum amount of planning funds. Planning Estimates represent the maximum amount of MHSa funding that the County can request. Counties must submit a complete proposed Workforce Education and Training component to the Department in order to request the balance of MHSa funding to implement this component. Funds are not retroactive, in that funding availability for the Workforce Education and Training component starts upon notification of approval by DMH.

Submission of the Proposed Workforce Education and Training Component

An original and seven (7) hard copies and an electronic copy of the proposed Workforce Education and Training component as delineated in **Enclosure 1A & 1B** should be submitted to:

**California Department of Mental Health
MHSa Workforce Education and Training Component
Workforce Education and Training Unit
1600 9th Street, Room 250
Sacramento, CA 95814**

Submission Date

It is recognized that counties are in various stages of readiness to submit the Workforce Education and Training component. Therefore, no deadline is established for component submission.

Review and Approval

The statute provides for review and approval by the Department to ensure compliance with **Enclosure 1A & 1B** and funding limitations. The review and approval of these proposed Workforce Education and Training components is intended to be a streamlined process in which DMH reviewers will work closely with County staff to assist with component submission, identify any needed additional information, and obtain approval as quickly as possible.

Upon approval of the Workforce Education and Training component, DMH will notify the County in writing of the approval through a Letter of Intent, and initiate an amendment to the

County's performance contract, or will initiate an MHSA performance contract if one does not exist.

Issuance of Payments

Funding will be distributed to Counties through a performance contract. Counties may request and receive written approval for funding prior to approval of their performance contract; however, funds will be distributed through the performance contract mechanism.

For further information, clarification or questions about this Information Notice please contact Warren Hayes at (916) 651-0461, or Warren.Hayes@dmh.ca.gov.

Sincerely,

Original signed by:

STEPHEN W. MAYBERG, Ph.D.

Director

Enclosures

cc: California Mental Health Planning Council
California Mental Health Director's Association
MHSA Oversight and Accountability Commission
Elaine Bush, Chief Deputy Director
Carol Hood, Deputy Director, Systems of Care, Special Project: MHSA
Michael Borunda, Acting Deputy Director, Systems of Care
Marjorie Glaviano, Chief, County Support Branch
John Lessley, Chief, County Operations South
Rebecca Kirby, Chief, County Operations North
Warren Hayes, Chief, MHSA Workforce Education and Training