



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

March 29, 2010

DMH INFORMATION NOTICE NO.: 10-05

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

SUBJECT: ASSIGNMENT OF MENTAL HEALTH SERVICES ACT (MHSA)
PREVENTION AND EARLY INTERVENTION (PEI) FUNDS FOR
PEI STATEWIDE PROGRAMS

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) SECTION 5840

Purpose of this Information Notice

Pursuant to the responsibilities of the California Department of Mental Health (DMH) and the Mental Health Services Oversight and Accountability Commission (MHSOAC) as outlined in Welfare and Institutions Code sections 5846 and 5847, this Information Notice, which replaces DMH Information Notice 08-25, transmits updated instructions to Counties¹ choosing to expend their Prevention and Early Intervention (PEI) funds on one or more of the following PEI statewide programs:

1. Suicide Prevention
2. Student Mental Health Initiative
3. Stigma and Discrimination Reduction

Please refer to Enclosure 1 in Information Notice 08-25 for a list of each County's Component Allocations for these three PEI statewide programs. The Component

¹ "County" means a county mental health program, two or more county mental health programs acting jointly, or a city-operated mental health program acting pursuant to section 5701.5 of the Welfare and Institutions Code.

Allocation, previously called the "Planning Estimate"², is the amount of funding available to each County for the purpose of funding these three programs.

County Options for Implementing Statewide PEI Programs

In accordance with the guidelines for statewide PEI programs developed by the MHSOAC pursuant to its authority to issue guidelines for PEI expenditures, Counties may choose one or more of the following three options to implement statewide PEI programs:

- Option 1: A County may act jointly with one or more other Counties to implement a statewide program through CalMHSA, a Joint Powers Authority (JPA), pursuant to Welfare and Institutions Code section 5897, subdivision (a);
- Option 2: A County may act jointly with one or more other Counties to implement a statewide and/or a regional replicable program³ through a multi-County collaborative;
- Option 3: A County may assign funds to DMH for DMH to implement a statewide program.

The MHSOAC guidelines issued in Information Notice 10-06 provide the instructions under all three options for Plans and updates that include PEI statewide programs. This Information Notice provides additional instructions to Counties choosing to implement statewide PEI programs using Option 3.

Option 3 Assignment of Funds

The MHSA Agreement currently allows each County to assign funds in the Component Allocation for any of the components in its Three-Year Program and Expenditure Plan to DMH for DMH to implement statewide MHSA programs on behalf of Counties. Provision 10 of the MHSA Agreement provides for this assignment to occur through an assignment agreement executed between the County and the State. The assignment clause in the MHSA Agreement allows DMH to subcontract for the provision of the services and activities specified in the assignment agreement.

Under Option 3, Counties may assign funds to DMH for one of the following purposes:

- ✓ for DMH to administer PEI statewide programs; and/or
- ✓ to fund a contract between DMH and California Mental Health Services Authority (CalMHSA) for the development and implementation of one or more of the three statewide programs.

² The term "Planning Estimate" has been replaced with the term "Component Allocation".

³ For a description of regional replicable programs, see the PEI Statewide Program Guidelines

Under this option, the County may either assign funds to DMH with no conditions placed on which entity is to administer the program, or it may specify that it is assigning funds to DMH for DMH to subcontract with the JPA to administer the program. To assign funds, the County should submit a completed Enclosure 1 as an update to its Plan. As an update, the assignment document must comply with the requirements contained in California Code of Regulations Title 9, sections 3300, Community Program Planning Process; 3310, The Three Year Program and Expenditure Plan; and 3315, subdivision (b), Local Review Process.

Assigned funds shall be distributed to CalMHSA only after a PEI statewide program work plan has been approved by the MHSOAC. Funds for an approved work plan may be distributed prior to approval of the entire Plan/update of which the work plan is part.

Counties That Have Already Assigned Funds to DMH for Statewide PEI Programs

Pursuant to former Information Notice 08-25 (which is now replaced by this Information Notice) some Counties have already assigned a portion of their PEI Component Allocations to DMH for DMH to implement a statewide PEI program(s). These Counties may either proceed with their assignments as executed or elect to change their previously executed assignments to elect to fund a contract between DMH and CalMHSA. Counties that have previously assigned under former Information Notice 08-25 must affirmatively reassign under this Information Notice not later than December 31, 2010.

Enclosure 1: The PEI Statewide Programs Assignment Agreement

Enclosure 1 of this Information Notice is the modified MHSA PEI Statewide Programs Assignment Agreement. A County choosing to expend its PEI funds for a PEI statewide program(s) under Option 3 should complete the Assignment Agreement and mail the signed form to:

**California Department of Mental Health
MHSA Plan Review & Community Programs Unit
Attn: PEI Statewide Programs Assignment Agreement
1600 9th Street, Room 150
Sacramento, CA 95814**

With a copy to

**Mental Health Oversight and Accountability Commission
PEI Statewide Program Funds
1300 17th Street, Suite 1000
Sacramento, CA 95814
www.mhsoac@dmh.ca.gov**

This PEI Statewide Programs Assignment Agreement must either be:

- signed by the individual designated by the County to act as fiscal and programmatic administrative agent for the purposes of the County's MHSA Agreement, or
- accompanied by a copy of the resolution, order, motion, or ordinance of the local governing body that by law has authority to enter into an agreement authorizing this assignment.

The PEI Statewide Program Assignment Agreement may be submitted as part of the Plan/update containing the County's work plan for the PEI statewide program(s) or it may be submitted separately. If submitted separately, the Assignment Agreement constitutes an update to the County's Three-Year Program and Expenditure Plan and is subject to the requirements contained in California Code of Regulations Title 9, sections 3300, Community Program Planning Process; 3310, The Three Year Program and Expenditure Plan; and 3315, subdivision (b), Local Review Process. If a County does not yet have a fully executed MHSA Agreement in place, the assignment will become effective with the execution of the County's MHSA Agreement. If the County does not yet have a Three-Year Program and Expenditure Plan that contains a PEI component, the County must submit the PEI component as a Plan, subject to sections 3300, 3310 and 3315, subdivision (a), Local Review Process, which requires that a public hearing be held on the draft Plan.

Planning for PEI Statewide Programs

Planning funds may be requested for the purpose of conducting the Community Program Planning and Local Review Processes, for preparing, drafting and submitting Plan/updates and for other planning activities. Requests for planning funds are subject to the 5% limit specified in section 5892, subdivision (c), of the Welfare and Institutions Code and section 3300, subdivision (d), of Title 9 of the California Code of Regulations. However, a County may request up to 5% of both the current fiscal year's Component Allocation for PEI statewide programs and the unspent PEI statewide program Component Allocations for past fiscal years. Accordingly, if a County has three years of unspent PEI statewide program Component Allocations, and has not yet requested and received 5% of the Component Allocation for Community Program Planning purposes, it may request and receive up to 5% of both the current and past years' Component Allocations for planning purposes.

To request planning funds, Counties should follow the guidance contained in the guidelines for statewide PEI programs developed by the MHSOAC. However, Counties electing to fund the JPA to implement statewide PEI programs on their behalf through election of Option 3, may also use the attached Assignment form to authorize the release of Planning Funds to the JPA.

If you have any questions about the PEI Statewide Program Assignment Agreement and MHSA Agreement process, please contact your DMH Program Liaison identified from the following link: <http://www.dmh.ca.gov/docs/CoOpRoster.pdf>.

If you have questions or need additional information about the three Statewide Programs or the MHSOAC's Guidelines, please contact the MHSOAC.

We look forward to working jointly with you in these endeavors.

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures

Enclosure 1– Supplemental MHSA PEI Statewide Projects Assignment Agreement

cc: California Mental Health Directors Association
California Mental Health Planning Council
Mental Health Services Oversight and Accountability Commission