



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

April 4, 2008

DMH INFORMATION NOTICE NO.: 08-10

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

SUBJECT: COMMUNITY SERVICES AND SUPPORTS (CSS) PLAN UPDATE  
GUIDELINES FOR FISCAL YEAR (FY) 2008/09

REFERENCE: WELFARE & INSTITUTIONS CODE SECTION 5847 (d), SECTION  
5878.3, SECTION 5892, SECTION 5893 AND CALIFORNIA CODE  
OF REGULATIONS SECTION 3315

This Department of Mental Health (DMH) Information Notice provides Counties<sup>1</sup> the proposed guidelines for submission of updates to the CSS Component of the Three-Year Program and Expenditure Plan. The aggregate statewide FY 2008/09 funding level for CSS is a total of \$553.9 million which is an increase of \$100.1 million over the ongoing Annual FY 2007/08 CSS Planning Estimates provided in DMH Letter No. 06-09. The Mental Health Services Act (MHSA) county planning estimates for CSS for FY 2008/09 were provided in DMH Information Notice No.: 08-02.

## I. General Requirements

To access the CSS funds for FY 2008/09, a County must submit an update to its existing Three-Year Program and Expenditure Plan which also functions as a request to modify its existing MHSA Agreement. The County may not implement any new program or discontinue an existing approved program until DMH has issued written approval of the County's update. Current programs and projects which have been approved, such as one-time technology projects, can continue until the FY 08/09 plan update is approved. Funding for such programs projects, effective 7/1/08, must be addressed in the plan update and be consistent with this notice.

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<sup>1</sup> "County" means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per WIC Section 5701.5.

As required by California Code of Regulations (CCR), Title 9, Division 1, Chapter 14, Section 3620(c), a County shall direct the majority of its CSS funding to Full Service Partnerships (FSPs). This requirement is applicable to all in FY 2008/09.

The FY 2008/09 funding request from each County should equal the amount of MHSA CSS funds budgeted to implement and operate the requested programs (including any non-recurring costs) less unexpended funds identified on the FY 2006/07 MHSA Revenue and Expenditure Report that are available for FY 2008/09. Funding for additional expenditures for FY 2007/08 and the prudent reserve are not considered available for FY 2008/09.

Welfare and Institutions Code (WIC) Section 5847(a)(7) requires each County to establish and maintain a prudent reserve for CSS. A plan to achieve the prudent reserve of 50% of the approved funding level for CSS services by July, 2010, must be approved as part of this CSS Plan update for FY 2008/09.

## **II. FY 08/09 Process to Update the County's Three-Year Program and Expenditure Plan**

The County must submit to DMH an update to its Three-Year Program and Expenditure Plan including:

- A. Certification by the County Mental Health Director that the County will comply with the non-supplant requirements of Section 3410 of the CCR. (Exhibit 1)
- B. Program Workplan Listing for FY 2008/09 (Exhibit 2) summarizing the FY 2008/09 funding requested for each new and existing workplan (including a 10% operating reserve as described in DMH Information Notice No.: 07-25), CSS administration, CSS funding for Capital Facilities and Technological Needs and Workforce Education and Training, and the local CSS prudent reserve. Exhibit 2 also demonstrates that the majority of the funds are directed to Full Service Partnerships in FY 2008/09 as required per Section 3620(c) of the CCR.
- C. The total amount of new MHSA CSS funding required for the needs identified in Exhibit 2 for FY 2008/09. (Exhibit 3).
  - 1) Unexpended funds identified through the Annual FY 2006/07 MHSA Revenue and Expenditure Report are reduced by FY 2007/08 additional costs and/or decreased revenues and funds dedicated to the prudent reserve in FY 2007/08 through the Plan update process to calculate funding available for FY 2008/09.
  - 2) Each County requesting to establish FY 2008/09 CSS MHSA expenditures that exceed its FY 2008/09 Planning Estimate, must describe how the programs established with these funds will be sustained.
- D. Prudent reserve plan (Exhibit 4)
- E. Budgets and budget narratives for each Workplan listed in Exhibit 2 (Exhibit 5a, 5b, 5c and 5d)

- 1) Use Exhibit 5b for each Workplan already approved in prior Plan submittals and/or updates.
  - 2) Use Exhibit 5c and 5d for each new Workplan being requested for approval.
- F. Calculation to ensure that the limit of 20% for prudent reserve, Capital Facilities and Technological Needs, and Workforce Education and Training is not exceeded (see Exhibit 6 for the maximum available FY 2008/09 CSS funding for these activities). (WIC Section 5892(b). Requests for Workforce Education and Training should include Exhibits 4, 5 and 6 of DMH Information Notice No.: 07-14. Requests for Capital Facilities and Technological Needs should meet the project proposal guidelines of DMH Information Notice 08-09. Projects that were previously approved with one-time funding remain approved; however, the budget information needs to be submitted. Any approved projects/programs for Capital Facilities, Technological Needs and Workforce Education and Training using CSS funding are subject to the report submission guidelines for those components.
- G. A brief description of how the requirements of the Community Program Planning Process in Section 3300 of the CCR were met.
- H. Documentation of the local 30 day review process per Section 3315(a) of the CCR.
- I. When the update proposes a change in an existing program's population or service delivery, the following information should also be included:
- 1) A brief description of the proposed program change (e.g., specific population to be served, increased number of clients served, new services added, new methods of service delivery, etc.), and the proposed effective date;
  - 2) For services/programs proposed for elimination, a brief description of the rationale for the elimination of any prior approved programs, if applicable, and the impact on the population to be affected by elimination.
- J. For each new CSS program(s) or service(s) not already included in its Three-Year Program and Expenditure Plan, consistent with the requirements of Section 3650 CCR, the update shall also include:
- 1) A description of each proposed program/service
  - 2) An explanation of how each program/service relates to the issues identified in the Community Program Planning Process, including how each program/service will reduce or eliminate the disparities identified and what population is being targeted for reduction of disparities.
  - 3) County's capacity to implement the proposed programs/services. The assessment shall include the factors below which are included in Section 3650(a)(1) of the CCR:
    - a. The strengths and limitations of the County and service providers that impact their ability to meet the needs of racially and ethnically diverse populations. The evaluation shall include an assessment of bilingual proficiency in threshold languages for the County.

- b. Percentages of diverse cultural, racial/ethnic and linguistic groups represented among direct service providers, as compared to percentage of the total population needing services and the total population being served.
  - c. Identification of possible barriers to implementing the proposed programs/services and methods of addressing these barriers.
- 4) Program/Service Work Plans for each proposed program/service including:
    - a. A narrative description and summary of the program/service
    - b. A breakdown of the Full Service Partnership population by fiscal year, identifying:
      1. The number of clients to be served, according to gender, race/ethnicity, linguistic group and age
      2. The percentage of unserved individuals and underserved clients.
  - 5) The budget should reflect a start date consistent with projections regarding implementation, given the local and state review processes.

Six hard copies and one electronic copy of the update should be sent to the following address:

Assistant Deputy Director, Community Program Support  
Community Services Division  
California Department of Mental Health  
1600 9th Street, Room 130  
Sacramento, CA 95814

### **III. Review and Approval Process**

The Mental Health Services Oversight and Accountability Commission (OAC) will review and comment on the proposed Plan updates and DMH will review and approve the proposed updates, as specified in Statute 5847(a) of the WIC.

Within 60 days of submission of a complete update, a decision will be issued to approve or disapprove an update to the MHSA Three-Year Program and Expenditure Plan assuming timely response for additional information from the County.

An updated MHSA Agreement will be forwarded to Counties in the spring of 2008 for approval. It will include all approved programs/services and funding amounts approved prior to the development of that Agreement as well as the FY 2008/09 Planning Estimates. Modifications to the MHSA Agreement will be initiated by DMH after execution of the MHSA Agreement and approval of updates to the Three-Year Program and Expenditure Plan. Funding for FY 2008/09 CSS will be provided only when there is an approved update and the MHSA agreement is fully executed.

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If you have any questions, please contact your County Operations liaison identified on the following internet site: <http://www.dmh.ca.gov/CountyOps/contact.asp>.

Sincerely,

Original signed by

STEPHEN W. MAYBERG, Ph.D.

Director

Enclosures