



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) 654-3709

July 28, 2008

DMH INFORMATION NOTICE NO.: 08-20

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

**SUBJECT:** REQUEST FOR APPLICATION FOR MENTAL HEALTH  
SERVICES ACT (MHSA) WORKFORCE EDUCATION AND  
TRAINING FUNDING FOR REGIONAL PARTNERSHIPS

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

### **Introduction**

This Department of Mental Health (DMH) Information Notice provides information for county mental health programs (“County”<sup>1</sup>) to request MHSA Workforce Education and Training funds for the purpose of Counties administering Regional Partnerships. This funding is not part of the County’s Workforce Education and Training Planning Estimate. Accordingly, a County is not required to submit a Workforce Education and Training component for its Three-Year Program and Expenditure Plan, or an update to its existing Plan, in order to apply for these funds. Rather, these are Workforce Education and Training funds that DMH will distribute to a County through a Request for Application process.

The activities initiated under this Request for Application process should be consistent with MHSA regulations and all activities described in DMH Information Notice No.: 07-14, MHSA Workforce Education and Training Component – Proposed Three Year Program and Expenditure Plan. This DMH Information Notice applies only to MHSA Workforce Education and Training Regional Partnerships that are funded through the Request for Application Process. If one or more Counties wishes to use funds from its Workforce Education and Training Planning Estimate to augment any funds received through the Request for

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<sup>1</sup> “County” refers to county mental health programs, two counties acting jointly, and/or city-operated programs receiving funding pursuant to Welfare and Institutions Code Section 5701.5 (California Code of Regulations, Section 3200.090).

Application process set forth in this Information Notice, the County must request those funds as part of the Workforce Education and Training component of its Three-Year Program and Expenditure Plan, or as part of an update to its existing Plan.

The process described in this document will help a County to establish Workforce Education and Training Regional Partnerships in fiscal years (FY) 2008-09, 2009-10 and 2010-11. All activities initiated and funding allocated as a result of this DMH Information Notice will be included as part of the applying County's MHS Agreement with DMH.

## **Background**

Regional Partnerships are set forth in Section 5822 of the Welfare and Institutions Code as an important workforce strategy to assist the Public Mental Health System in its efforts to expand outreach to multicultural communities, increase the diversity of the workforce, reduce the stigma associated with mental illness, and promote the use of web-based technologies and distance learning techniques. (Welf. & Inst. Code § 5822, subd. (d).) Regional Partnerships are groups of County approved individuals and/or organizations within geographical proximity that act as an employment and education resource for the Public Mental Health System. The group may include educational and employment service entities, individuals and/or entities within the Public Mental Health System, and individuals and/or entities that have an interest in the Public Mental Health System, such as county staff, mental health service providers, clients, and clients' family members. Regional Partnerships may often cross county boundaries, and can serve as a collaborative network in which multiple Counties can plan for and eventually implement activities to obtain and share Workforce Education and Training resources.

Individuals have been forming and meeting throughout California with the intent of developing Regional Partnerships. They have begun the process of recruiting participants and defining common workforce actions and initiatives. The following is a representative listing of potential actions and activities of Regional Partnerships:

- Identifying workforce resources, such as federal, grant and foundation funding, and non-monetary and match funding opportunities with local labor, education, vocational rehabilitation entities and racial/ethnic cultural specific organizations
- Engaging in common research and grant activities with public mental health entities, multicultural experts, and educators, including educators across disciplines, that would benefit all entities and assist in the evolution of promising public mental health practices to evidence-based practices to publication and replication
- Serving as a resource for available job and internship opportunities in public mental health in the region
- Developing training and technical assistance opportunities, to include increasing workforce proficiency in languages other than English
- Planning Mental Health Career Pathway Programs in existing educational settings, such as high schools, adult education, regional occupational programs, community colleges and universities that can outreach to underserved and unserved communities and produce future mental health workers for multiple Counties

- Developing and overseeing curriculum development consistent with the values and principles of the Act, such as the recovery model and cultural competency
- Establishing and maintaining a distance learning/tele-mental health station(s)
- Collaboration with existing allied support systems to public mental health
- Sharing information on newly developed promising and innovative practices, to include promising and innovative programs that are culturally and ethnically specific
- Developing and supporting a regional expert pool of clients and family members as leaders, speakers, trainers and evaluators in public mental health

The above potential actions and activities will require extensive staff planning time and resources for determining which actions and activities will serve as common goals and objectives that are applicable across counties and systems, such as education, labor, health care and public mental health. Funds are now available to support Regional Partnership meetings and activities, which include paying for staff, operating costs and administrative overhead.

### **Application for Funding**

A County choosing to support activities for Regional Partnerships can submit an application to DMH entitled Application for Funding for Regional Partnerships (Application for Funding). This application, with accompanying directions (**Enclosure 1A**), is included as **Enclosure 1B**. The Application for Funding enables a County to request funding by describing which Counties will participate in the Regional Partnership, what is planned and what will be accomplished (objectives), and by providing a budget justification that outlines the planning factors used to construct the budget, and a budgeted amount per fiscal year. A sample completed Application for Funding is provided as **Enclosure 2**.

It is the responsibility of the County submitting an Application for Funding to ensure that all Counties listed in the Application for Funding agree to the Application for Funding, and that all proposed activities are consistent with the applicable requirements of the MHSA and regulations. This Application for Funding is separate from the County's submission of its Workforce Education and Training component of the Three-Year Program and Expenditure Plan.

### **Funding Available**

**Enclosure 3** lists funds available to support Regional Partnerships through June 2011. It is the intent of DMH to allocate up to three million dollars on an annual basis for the support of Regional Partnerships throughout California to be distributed to Counties through the Application for Funding process. Continuation of funding for Regional Partnerships beyond June 2011 will be dependent upon County performance and availability of Workforce Education and Training funds. Counties may request funding up to the amount listed in **Enclosure 3** that is available to the group of Counties in which their County is included. Funds awarded through this Request for Application process may only be used for the purpose of supporting Regional Partnerships.

## County Submission

Counties should submit a hard copy of the Application for Funding (**Enclosure 1B**), which includes the original signature of the County Mental Health Director, plus transmit an electronic copy to:

**California Department of Mental Health**  
**MHSA Workforce Education and Training - Regional Partnerships**  
**Workforce Education and Training Unit**  
**1600 9<sup>th</sup> Street, Room 250**  
**Sacramento, CA 95814**  
[Wendy.Desormeaux@dmh.ca.gov](mailto:Wendy.Desormeaux@dmh.ca.gov)

## Review and Approval

Applications for Funding will be accepted until sufficient applications are received to support all Counties for a region that is listed in **Enclosure 3**. DMH will then review the received Applications for Funding to ensure compliance with instructions, funding limitations and applicable laws and regulations. Should DMH receive more applications for a particular region than it has set aside for that region, DMH will then apply the following selection criteria to submitted Applications for Funding in order to determine which application(s) best fulfills the criteria:

- Provides staff time, operating costs and administrative overhead that support a Regional Partnership that either solely, or with one or more additional Regional Partnerships, enables all Counties to participate in a Regional Partnership
- Has agreement from County Mental Health Directors whose Counties are included to be supported in the Application for Funding
- Includes a narrative and objectives that are consistent with the goals and objectives of the Workforce Education and Training component of the MHSA, supports the Regional Partnership acting as an employment and education resource for all participating Counties, and promotes outreach to multicultural communities
- Provides a budget and budget narrative that reflect a realistic and efficient means to support the Regional Partnership
- Enlists the participation of clients and family members of clients and incorporates their input
- Enlists the participation of underserved racial/ethnic, linguistic and/or cultural groups and incorporates their input
- Assesses the strengths and limitations of existing local workforce education and training resources among the participating Counties
- Addresses locally identified public mental health workforce needs, including those related to underserved racial/ethnic, linguistic and/or cultural groups
- Integrates available non-MHSA funding sources
- Describes achievable outcomes

DMH reserves the option of requesting changes to a submitted Application for Funding, or requesting additional information from a County in order to ensure compliance with this Information Notice and in order to appropriately apply the above selection criteria to Applications for Funding. This review and approval process is expected to take up to thirty days, provided significant changes in the Application for Funding are not requested.

Upon approval of the Application for Funding, DMH will notify the County in writing of the approval through a Letter of Intent, and initiate a unilateral modification to the County's executed MHPA Agreement for FY 2008-09, as well as a County's subsequent MHPA Agreement, to include funding for FY 2009-10 and 2010-11. Funding will be distributed to Counties through the MHPA Agreement.

For further information, clarification or questions about this Information Notice, please contact Warren Hayes at 916-651-0461, or [Warren.Hayes@dmh.ca.gov](mailto: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 Directors Association  
Elaine Bush, Chief Deputy Director  
Denise Arend, Deputy Director, Community Services  
Carol Hood, Assistant Deputy Director, Community Program Development  
Michael Borunda, Assistant Deputy Director, Community Program Support  
Marjorie Glaviano, Chief, County Contracts and Technical Assistance  
John Lessley, Chief, County Operations South/Central  
Rebecca Kirby, Chief, County Operations North/Bay  
Warren Hayes, Chief, MHPA Workforce Education and Training  
Wendy Desormeaux, MHPA Workforce Education and Training