SFY 22 Application for Funding

Bidder’s Conference & Information Session

April 8, 2021
WHO WE ARE

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) of Montgomery County is responsible for the planning, funding and monitoring of public mental health and addiction treatment services for individuals and families of Montgomery County, Ohio. Under Ohio law, the ADAMHS Board is one of 50 Boards coordinating the public behavioral health and addiction treatment and recovery system in Ohio.

OUR MISSION

Transforming innovative behavioral health leadership and partnerships to promote a healthy region.

OUR VISION

An inclusive world where optimal brain health equity ensures no one suffers in silence.
Collaborative Funding: Where does the money come from?

Montgomery County Human Services Levy Dollars.

Ohio Tax Funding is given by the state to fund treat Mental Health and Addiction.

Federal Funding Federal Government Programs provide funding through taxes.

Grant Funding Federal/State and local Grants are provided for specific programs.

Budget $43 Million
Establish, to the extent that resources are available, the following addiction & mental health services:

- Prevention and wellness management services
- Emergency Services & Crisis Intervention
- Mental Health & Substance Use Disorder Outpatient Services
- Clinically Managed Substance Use Disorder Residential Treatment
- Substance Use Disorder Partial Hospitalization
- Substance Use Disorder Withdrawal Management
- Recovery and other related supports
- **Effective 9/15/2016 (ORC Ch. 340.033)** - An array of treatment & support services for all levels of opioid & co-occurring drug addiction based upon American Society of Addiction Medicine levels of care.
County Priority Alignment

Montgomery County ADAMHS aligns our priority initiatives with those identified in the following Montgomery County plans:

• 2021 Montgomery Co. ADAMHS Strategic Plan
  www.mcadamhs.org under the “About Us/Operational Overview” tab

• SFY 21-22 OHMHAS – Montgomery Co. ADAMHS Community Plan
  www.mcadamhs.org under the “About Us/Operational Overview” tab

• Montgomery County Joint Strategic Plan
  www.mcohio.org/hspd

• Public Health Community Health Improvement Plan
  https://phdmc.org/report/community-health-improvement-plan
Licensure & Accreditation Requirements

Agencies requesting funding MUST meet at least one of the following:

• OhioMHAS licensure/certification for requested services

• National Accreditation (the Joint Commission, CARF, COA, or other accrediting/licensing body) for requested services

• Affiliate of NAMI Ohio

• Governmental entity

• Education entities under the jurisdiction of the Ohio Department of Education or the Ohio Board of Regents
Supportive Services for Academic Institutions:

Professional Educational/Workforce Development Programs
SFY21 Supportive Services Priorities for Academic Institutions

• Professional educational/workforce development programs to:
  • Build capacity for psychiatrists
  • Build capacity for certified or licensed behavioral health (both MH & SUD) professionals
  • Support individuals in recovery from mental health or substance use disorders return to the workforce through educational opportunities
Quality Improvement Requirements

Quarterly QI Reporting:
• Outcomes jointly agreed upon through the AFF process by ADAMHS and the contracting agency;
• Submitted no-later than one month after the completion of the previous fiscal quarter; and,
• Must be submitted through the web-based MCADAMHS Apps Portal (same location as the AFF).

Agency Reviews:
• Levy funded services; and,
• On a bi-annual basis, at minimum.
Prevention Services
Priorities: Prevention Services

• Educational Programs
• Environmental Programs
• Early Identification Screening Programs
• Prevention Programs Targeted to Respond to Trauma
Prevention Application for Funding
New Process for SFY2022

Letters of Commitment

• Providers are required to submit letters of commitment for each school and/or organization they plan to serve in SFY22

• While not required, it is recommended that providers applying for environmental prevention services submit Letters of Commitment

Evaluation Component

• Providers utilizing an evidence informed or a promising practice will be required to use an outside evaluator to evaluate the efficacy of their program during SFY22
Prevention Licensure & Accreditation Requirement

• Agencies requesting funding must meet one of the following:
  
  • OhioMHAS certification for prevention services
  
  • Education entities under the authority of the Ohio Department of Education or the Ohio Board of Regents
Prevention Quality Assurance Requirements

• Quarterly QI reporting
  • Outputs jointly agreed upon through the AFF process by ADAMHS and the contracting agency
    • Submitted no later than one month after the completion of the previous fiscal quarter
    • Must submit through Online Quality Portal

• Annual QI reporting
  • Submit an Annual Quality Report detailing the results of program effectiveness
    • Based on pre and post test
    • Submitted no later than one month after the completion of SFY2022
    • Must submit through Online Quality Portal
Prevention Requirements If Awarded

• All new providers must attend a “New Prevention Provider Orientation” meeting with ADAMHS

• Attend Montgomery County Prevention Coalition meetings, minimum of 6 per year

• Direct service staff must become certified in Mental Health First Aid

• Youth-serving program staff must attend Child Abuse 101 and Stewards of Children training

• Staff not possessing an OCPS or OCPC must attend either SAPST or the Prevention Foundation Training Series offered annually by ADAMHS
  • Substance Abuse Prevention Skills Training (SAPST) is a 5-day training that will take place in August
  • Prevention Foundation Training Series – Nine sessions, held on second Friday of every month, beginning in September
Prevention Requirements If Awarded

• Each provider will be required to maintain at least 50% productivity per staff person
  • Productivity will be based on tracking of CSAP strategies
    1. Information Dissemination
    2. Education
    3. Alternatives
    4. Problem ID & Referral
    5. Community-Based Process
    6. Environmental
Prevention Requirements If Awarded

- **Site Visits**
  - Minimally twice per year – 1 announced and 1 unannounced for continuing programs
  - Monthly for new ("pilot") programs during first six months

- **Tracking Prevention Services**
  - Prevention services (based on the 6-CSAP strategies) will be entered by programming staff on a monthly basis in the Quality Portal

- **Monitoring Reviews**
  - Conducted biennially with focus on program fidelity, documentation of prevention services, technical assistance, and consultation
Fiscal Requirements

Organization Information
- DUNS Number is required
- Certificate of Good Standing Ohio Secretary of State [https://cogs.ohiosos.gov/](https://cogs.ohiosos.gov/)

Financial/Insurance
- Insurance – For existing providers, please upload your current Certificate of Coverage with ADAMHS as the certificate holder
- Financial Audits – please upload your most recent audit
- Organizational Budget is required
- Key Performance Indicators – Please use recent audited financial statements
Contract Process

AFF application is received and reviewed by Staff

Staff recommendation to Program and Services Committee

Board Approval

Contracts sent for electronic signature
CONTRACT
Requirements/Guidelines

• Prevention Services Contracts:

• Sign OHMHAS Assurance Statement as part of the Contract
• [Link to OHMHAS Assurance Statement]

• Financial Audits – provider shall submit audited financials conducted by an independent public accountant in accordance with General Accepted Auditing Standards (GAAS).

• Insurance
  • General liability – provider shall carry comprehensive general liability insurance in an amount of at least $1,000,000 per occurrence with an annual aggregate limit of at least $3,000,000.
• **Professional Liability** – $1,000,000 occurrence/$3,000,000 aggregate

• **Employers’ Liability** – provider shall carry employers’ liability insurance at the minimum amount of $500,000.

• **Automobile** – provider shall ensure there is automotive liability insurance for passenger vehicles used to transport the client, including vehicles owned by the provider, its agents and employees, in an amount that is at least equal to Ohio minimum requirements.

• **Workers’ Compensation** - Provider shall provide evidence of proper workers’ compensation coverage.

• **Directors and Officers Insurance** – $1,000,000 per occurrence/$2,000,000 aggregate.

*Except where exempt

**Portal Access Questions:**
Andrew Sokolnicki [asokolnicki@mcadamhs.org](mailto:asokolnicki@mcadamhs.org) or 937.443.0416 x 113

**Fiscal Questions:**
Doug Thompson - [dthompson@mcadamhs.org](mailto:dthompson@mcadamhs.org) or 937.853.4310

**Programmatic Questions:**
Treatment/Supportive Services – Jodi Long, [jlong@mcadamhs.org](mailto:jlong@mcadamhs.org) or 853.4331
Prevention – Tristyn Ball [tball@mcadamhs.org](mailto:tball@mcadamhs.org) or 853.4321
CONTRACT - General Information

- Funding of contract is contingent upon receipt of public funds
- SFY 2022 – 50% of contract expended by December 31st
- Any contract adjustment requests (programmatic or budget) must be sent to Helen Jones-Kelley
Online Portal Access

Website: https://apps.mcadamhs.org

TO CREATE A LOGIN:

- Navigate to the above URL.
- Right below the login button, click the link that says, “Need a Login?”
- A Registration Form window will open. Complete the form, making sure you select “Application for Funding” under the application you would like to request access to. When the form is completed, hit the “Register” button at the bottom.
- An email will be sent to the ADAMHS Administrator, who will then confirm you work for/with the requested agency and approve your login. An email notification will be sent letting you know when it has been approved.
- You are now free to login and start working on your application!
Additional Information on the Portal

If an agency applied for funds last year, **ALL** narrative content will be carried over to this year’s application, excluding new fields that have been added for this application period. All financial information will need to be re-entered.

There is a print button 🖨️ located at the top right corner or every page/chapter of the application. You can print/PDF individual pages of the application or create a PDF of the entire application *now with bookmarks!*

The application has an auto-save feature that will save your content every 10 minutes after you type your first letter, however, it is recommended that you manually save periodically.

If you are inactive for an hour, meaning you navigate to a page and do not click on anything, the portal will automatically log you out.

**PLEASE** make sure to submit your application on the “Finalize” page. Please, **make sure you re-submit your application if changes are requested from Board staff!**
SFY22 Timelines & Deadlines

• **Thursday, April 8, 2021:**
  Request a login at [https://apps.mcadamhs.org/](https://apps.mcadamhs.org/)

• **Thursday, April 8, 2021:**
  Agency Applications are available!

• **Friday, April 30, 2021:**
  Application for Funding submissions are **due by 4 p.m.**

• **May – June 2021:**
  ADAMHS will review applications and send notifications
Where to Direct Questions

FAQ & PowerPoint will be posted at: https://apps.mcadamhs.org/

• Portal Access Questions:
  Andrew Sokolnicki – asokolnicki@mcadamhs.org or 937.443.0416 x 113

• Fiscal Questions:
  Doug Thompson - dthompson@mcadamhs.org or 937.853.4310

• Programmatic Questions:
  Prevention – Tristyn Ball  tball@mcadamhs.org or 937.853.4305
  Professional Educational/Workforce Development –
    Jodi Long - jlong@mcadamhs.org or 937.853.4331
Thank you!

A Portal training/refresher course will be held immediately following the Bidder’s Conference.
First Time Applicant / Refresher Portal Tutorial

• How the portal works

• Adding a new service (under Service Plan tab)

• Adding a new program (under Programs tab)

• How to submit an application
  o Remember to electronically sign under the “Finalize” tab!

• How to print an application, once it is submitted