



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

## DMH INFORMATION NOTICE NO.:

**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) GUIDELINES FOR  
THE ANNUAL UPDATE GUIDELINES FOR FISCAL YEAR (FY)  
2009/2010 TO THE THREE-YEAR PROGRAM AND  
EXPENDITURE PLAN

**REFERENCE** Welfare and Institutions Code (WIC) 5847a.

This Department of Mental Health (DMH) Information Notice provides the Counties<sup>1</sup> the proposed guidelines for submission of MHSA annual update to the Three-Year Program and Expenditure Plan which includes a report on Community Services and Supports (CSS) FY 07/08 activities and the funding request format for all components for FY 2009/10. Initial requests for component funding must meet the guidelines previously provided. This update provides for continuation of approved and requests for new workplans, previously called programs, projects or actions. In addition, this Information Notice provides a brief description of the next steps in development of the integrated Three-Year Program and Expenditure Plan guidelines.

The term workplan is being used to describe programs, projects and actions which are terms previously used to describe approved uses of MHSA funds by component. Programs for CSS and Innovation are one or more services used in an organized manner to provide strategies for services and supports to an individual to achieve positive outcomes. A Prevention and Early Intervention (PEI) project is prevention and/or early intervention programs that are designed to address one or more PEI Key Community Mental Health Needs and one or more PEI Priority Populations, consistent with PEI Principles, to meet

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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 received funds per WIC Section 5701.5.

specific PEI individual/family and/or program/system outcomes. Workforce Education and Training actions describe strategies to address workforce shortages and train the public mental health workforce. Capital Facilities and Technological Needs plans were organized by project.

## **I. INTEGRATED THREE-YEAR PROGRAM AND EXPENDITURE PLAN**

In accordance with the MHSA, it is the State's intention that every three years, counties will conduct an inclusive and robust planning process within a quality improvement framework to develop their integrated Three Year Program and Expenditure Plan and the annual updates should build on that process. This initial integrated plan is expected for FY 10/11 through FY 12/13. The community program planning for development of this plan would be in FY 09/10.

## **II. FY 2009/10 ANNUAL UPDATE**

To receive MHSA funding for FY 09/10, the county must receive approval from the state of its annual update to the Three-Year Program and Expenditure Plan consistent with the following guidelines. . The Mental Health Services Oversight and Accountability Commission (MHSOAC) has authority to approve expenditures for the Prevention and Early Intervention (PEI) and Innovation components. DMH has the approval authority for the balance of the components. The FY 2009/10 annual update consists of Sections A-E below. A complete submission includes Sections A-E. *Note to reviewers of draft document: Templates will be developed for all requested information.*

Counties that have not yet submitted their initial component workplans, may include their FY 09/10 funding request consistent with the guidelines in Section II.E. of this notice as part of their initial component plan submission.

*Note to reviewers: a summary of the proposed state approval criteria for each section of the Annual Update is provided in italics to provide clarity on roles and responsibilities. It is provided to assist reviewers of this draft document evaluate the clarity of roles and adequacy of information requested. It is not intended to be included in the final document. It will be used to develop the review tool.*

### **A. County Mental Health Director Certification**

"Exhibit A—Mental Health Director Certification" is a signed statement by the County Mental Health Director that the County will comply with the requirements of the MHSA including community program planning process and non-supplant requirements of California Code of Regulations (CCR) Section 3410.

*State Approval—signature of mental health director certifying compliance with community planning process and non-supplant.*

### **B. Community Program Planning Process**

The FY 09/10 Annual Update shall be developed with the participation of stakeholders, in accordance with CCR Sections 3300 and 3315. The community program planning process should build on previous and ongoing engagement of stakeholders.

On “Exhibit B—Description of Community Program Process”, *(under development)* briefly describe the community program planning process for development and review of the FY 09/10 Annual Update, the methods for obtaining input and identification of stakeholder entities involved to ensure compliance with CCR Section 3300. Also, describe how the information provided by DMH and any additional information provided by the counties regarding the CSS implementation was shared with their stakeholders and any substantive comments received about that information<sup>2</sup>. The dates of the 30-day stakeholder review and public hearing shall be included. Suggested length—1 page.

The County should include any substantive comments received during the stakeholder review and public hearing, and responses to those comments. The county should indicate if no substantive comments were received.

*State Approval—Required information is provided. Required stakeholder groups (CCR Section 3300) were involved.*

### **C. Report on FY 2007/08 Activities**

Since the CSS Implementation Progress Report was submitted under separate cover for calendar year 2007 and there was not sufficient activity in any other components in FY 07/08 to warrant a report, this section of the FY 09/10 annual update is abbreviated.

On Exhibit C *(under development)* provide a brief narrative description of progress in providing service through CSS to unserved and underserved populations, with emphasis on reducing ethnic disparities. (Suggested length 1 page)

*State Approval—presence of response. Information is provided for context and statewide trends.*

### **D. Workplan Descriptions**

For each CSS, PEI and Innovation workplan, submit a one-half page description consistent with the format provided in Exhibit D—CSS Workplan Summary, Exhibit D—PEI Workplan

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<sup>2</sup> *Note to Reviewers: DMH is determining the feasibility of providing county specific data on Full Service Partnerships (FSPs) and for FY 06/07 on numbers of new admissions by age, gender and ethnicity by October, 2008. This will establish a baseline for information to be tracked in subsequent years.*

Summary and/or Exhibit D—Innovation Workplan Summary. (*Exhibit D is under development, initial sample for CSS is provided.*) This information will be posted on the DMH website. This form requests the component, the name of the workplan, a description of the population to be served, number of annual clients or individuals to be served by funding category or type of prevention, and brief description of the workplan. For innovation, only workplans which provide services to clients, individuals or their families should be submitted.

*State Approval—submission of each CSS, PEI and Innovation workplan descriptions.*

### **E. Funding Requests for FY 2009/10**

To request approval of funding for FY 2009/10 from unapproved amounts from prior year planning estimates or from the FY 2009/10 planning estimate for approved components, counties must request funding through the process specified below. (*Note to reviewers: A form to summarize the funding request, including transfers from CSS to other components and prudent reserve may be included. This would be used to ensure that the funding requested is within the amount of funding available in that component for that county. Under separate cover, DMH will provide the planning estimates for FY 09/10 and the calculation of the 20% allowable transfer amount for each county.*) This funding request also functions as a request to modify the County's MHPA Agreement, i.e. performance contract with DMH.

Workplans, which have been approved by the state remain approved. Initial component plans must follow guidelines previously provided by DMH. Requests for approval of additional workplans following the initial component approval and proposed elimination of previously approved workplans may be included in this update. The county may not implement any new workplan until the DMH has issued a written approval for CSS, Capital Facilities and Technological Needs and/or Workforce Education and Training or the MHPA has issued a written approval for PEI and/or Innovation components. Counties may discontinue previously approved workplans by notifying the state within 30 days of the decision to terminate a workplan. The notification should include the basis for the decision and an explanation of the stakeholder involvement.

For each component, there is an Exhibit E for each component which includes a Summary Request, and a New Workplan Description which includes a narrative and budget. In addition, CSS includes a prudent reserve plan. List each workplan that is existing, i.e., previously approved and those that are new and proposed for approval.

*State Approval of Summary Requests—submission is complete and the funding levels add correctly, operating reserve does not exceed 10%, irrevocable transfers are within acceptable limits, majority of funding proposed is to be directed to FSPs, workplans are approved.*

*State Approval of New Workplans—Submission is complete, request is consistent with purpose and use of the component, request is linked to community program planning process, request is expected to move county toward 5 essential elements/general standards. State may express concerns to the county about any aspect of the workplan request.*

The funding request from each County should equal the amount of MHSAs funds budgeted to implement and operate the requested workplans (including any non-recurring costs) less unexpended available funds. Unexpended funds are based on FY 07/08 MHSAs Revenue and Expenditure Report and adjusted by any additional expenditures in excess of MHSAs funding amounts or decreased revenues from FY 08/09. (The 10% operating reserve is an allowable adjustment to the prior year funding level. It is limited to 10% of the total MHSAs funds requested for this component.) Additional adjustments may be made, consistent with statute and policy, to transfer funds to/from one component to another or to the prudent reserve. This calculation is included in each component's Summary Request.

Counties may combine/consolidate workplans in their annual update by listing the newly consolidated workplans on that component's Summary Request, with an attachment listing which previously approved workplans are consolidated. The consolidated workplan must meet the guidelines for workplan (program/project/activity) provided in the guidelines for initial submission of that component.

Forms are provided as Exhibits with instructions for completion of those forms.

## **1. CSS**

### **a) Summary CSS Request**

List each workplan on "Exhibit E—Summary CSS Request", specify whether it is new or approved, and indicate the total amount of MHSAs funding required. Estimates of the funding for each workplan by service category and by age are also requested.

As required by CCR Section 3620(c), a County shall direct the majority of its CSS funding to Full Service Partnerships (FSPs). Exhibit E—Summary CSS Request includes a calculation to show the percentage of funds estimated to be expended on FSPs. CCR Section 3620(j) requires counties for provide FSPs for all ages, if the county is not currently meeting this requirement, the county shall describe how and when they will achieve compliance consistent with CCR Section 3620(j)(1).

Counties may request an irrevocable transfer of CSS funding to Capital Facilities and Technological Needs, Workforce Education and Training and Prudent Reserve. This amount cannot exceed the limit specified in WIC 5892b. (*Note to Reviewers: A form will be developed for this request.*)

b. New CSS Workplan Descriptions

For all new workplans proposed in the summary request, provide the following information.

- i) Narrative Description consistent with format in “Exhibit E—CSS New Workplan Narrative” (*Template under development—will include requests for the following information.*)
  - (1) Title and brief narrative description of the proposed work plan or project
  - (2) The anticipated number of persons and brief description of population who will be served by service category (full service partnership, general system development, outreach and engagement).
    - (a) For full service partnership clients, provide a brief description of the target population by age, gender, race/ethnicity, and linguistic group.
    - (b) For additional funding to be dedicated to the MHSA Housing Program, the County only needs to specify the total funding level and provide an Assignment to the state consistent with DMH Information Notice 08-11.
  - (3) An explanation of how the new workplan relates to the issues identified in the community planning process.
  - (4) A description of how the proposed workplan relates to the general standards (CCR, Section 3320) of the MHSA
  - (5) Verification that the county still meets the requirement regarding majority of funds provided for Full Service Partnerships.
- ii) Line item budget consistent with level of detail provided in “Exhibit E—Budget for New Workplan”

c. Prudent Reserve Plan

Consistent with DMH Information Notice 07-25, the local prudent reserve level shall be 50 percent of the most recent annual approved CSS amount. Each county should fully fund the prudent reserve by 7/1/2010, unless the county would have to reduce MHSA services below those funded in FY 07/08 in order to reach the 50 percent prudent reserve. A county that cannot attain the 50 percent prudent reserve requirement by July 1, 2010, because services would have to be reduced should dedicate future increases in CSS Planning Estimates to the local prudent reserve until the 50 percent level is met prior to increasing service levels beyond those funded in FY 2007/08 through expanded existing programs or new programs.

“Exhibit E—CSS Prudent Reserve Plan” (*template under development*) provides the County’s plan to achieve the prudent reserve of 50% of the approved funding level for ongoing CSS services by July 2010 consistent with requirements of DMH Information Notice 07-25.

*State Review—Submission of plan that indicates the county will meet the required prudent reserve level by 7/1/10 or qualifies for exemption from requirement to achieve the 50% level*

*by that date and provides the strategy and timeframe for achieving the prudent reserve level.*

## **2. Prevention and Early Intervention (PEI)**

### **a) Summary PEI Request**

List each workplan on “Exhibit E—Summary PEI Request” Specifies whether it is new or approved, and indicates the total amount of MHSA funding required. Estimates of the funding for each workplan by type of intervention and by age group are also requested.

Consistent with the direction from the MHSOAC, at least 51% of the funding must be dedicated to populations under age 25 and the County’s PEI component must reflect programs that address all age groups. (Small counties are exempt from these requirements.) If not demonstrated through this form, the County must explain how they meet this requirement.

### **b) New PEI Workplan Description**

For all new workplans proposed in the summary request, provide the following information.

- i) Brief Narrative consistent with format in “Exhibit E—PEI New Workplan Narrative” including
  - (1) Title and brief narrative description of the proposed work plan, at the project and program levels.
  - (2) Listing of the PEI Priority Population(s) and the Key Community Mental Health Need(s) being addressed.
  - (3) An explanation of how the new workplan relates to the issues identified in the community program planning process
  - (4) A description of how the proposed workplan relates to the general standards (CCR, Section 3320) of the MHSA
  - (5) A description of the how the proposed workplan is expected to reduce disparities in mental health access for racial/ethnic and other underserved cultural populations (if not addressed above)
  - (6) Certification that 1) the County considered non-traditional mental health settings in designing the PEI component and in selecting PEI implementation providers and 2) the county agrees to conduct a local outcome evaluation for at least on PEI projects as identified in the County PEI component (options for “very small counties”), in accordance with state parameters and will fully participate in the State Administered Evaluation.
  - (7) A description of the collaborations, partnerships and/or financial leveraging.
  - (8) Expected outcomes at the individual person, family and/or program system level.

*Note: The anticipated number of persons to be served through universal prevention, selected/indicated prevention and early intervention strategies by age group is included on Exhibit C—Workplan Description and therefore not requested again here.*

- ii) Line item budget consistent with level of detail provided in “Exhibit E—Budget for New Workplan.”

### **3. Workforce Education and Training**

#### **a) Summary Workforce Education and Training Request**

“Exhibit E—Summary Workforce Education and Training Request” lists each workplan, specifies whether it is new or approved, and indicates the total amount of MHSA funding required. Estimates of the funding for each workplan by type of funding category are also requested.

#### **b) New Workforce Education and Training Workplan Description**

For all new workplans proposed in the summary request, provide the following information.

- i) Brief Narrative consistent with format in “Exhibit E—Workforce Education and Training New Workplan Narrative” including
  - (1) Title and brief narrative description of the workplan
  - (2) Objectives to be achieved, such as days of training, number of scholarships awarded, major milestones to be reached
  - (3) Funding category of workplan (workforce staffing support, training and technical assistance, mental health career pathway programs, residency, internship programs, financial incentive programs)
  - (4) An explanation of how the new workplan relates to the County’s workforce needs as identified in the community planning process
  - (5) A description of how the proposed workplan relates to the general standards (CCR, Section 3320) of the MHSA
- ii) Line item budget consistent with level of detail provided in “Exhibit E—Budget for New Workplan”

### **4. Capital Facilities and Technological Needs**

#### **a) Summary Capital Facilities and Technological Needs Request**

“Exhibit E—Summary Capital Facilities and Technological Needs Request” lists each workplan, specifies whether it is new or approved, and indicates the total amount of MHSA funding required. For each workplan, specify whether it is a Capital Facilities or Technological Needs project.

b) New Capital Facilities Workplan Description

For all new capital facilities workplans proposed in the summary request, provide the following information.

- i) Brief Narrative consistent with format in “Exhibit E—Capital Facilities New Workplan Narrative” including
  - (1) Title and brief description of workplan, including address of capital facilities, if known.
  - (2) An explanation of how the new capital facility relates to the issues identified in the community planning process
  - (3) Intended purpose of the capital facility
  - (4) Consistent with WIC 5847(a)(5), a description of how the proposed workplan is needed to provide services under CSS and PEI components.
    - (a) If the workplan is to purchase land without plan to build, provide explanation of rationale and plans for the future to support services.
    - (b) If the workplan proposes “lease/rent to own”, provide explanation of situation and assurance that terms of lease include a clause indicating that at conclusion of the payments, the county owns the building.
  - (5) If project with restrictive setting is proposed, address the following issues: a) unmet need within County for restrictive facility to adequately serve clients with serious mental illness and/or emotional disorder, b) specific reasons the county cannot meet the needs in a less restrictive setting, c) why it is not feasible to build required facility using non-MHSA funds, d) description of other funds that County has pursued and has been unable to obtain funding, e) description of the community planning process that was involved in the development of the proposed workplan.
  - (6) Owner of facility. If privately owned, county must describe the method for protecting its capital interest for required length of time, if allowed by statute
  - (7) Projected timeline till occupancy
- ii) Line item budget consistent with level of detail provided in “Exhibit E—Budget for New Workplan”.

c) New Technological Needs Workplan Description

For all new technological needs workplans proposed in the summary request, provide the following information.

- i) Brief Narrative consistent with format in “Exhibit E—Technological Needs New Workplan Narrative” including
  - (1) Title and brief description of workplan
  - (2) Intended goal of the project—a) increase client empowerment or b) modernize and transform information systems within framework on Integrated Information systems infrastructure.

- (3) An explanation of how the new workplan relates to the issues identified in the community planning process
  - (4) Consistent with WIC 5847(a)(5), a description of how the proposed workplan is needed to provide services under CSS and PEI components.
  - (5) Objectives to be achieved through the project
  - (6) Signature of county information officer indicating awareness of the technology project.
- ii) Line item budget consistent with level of detail provided in “Exhibit E—Budget for New Workplan”

## **5. Innovation**

### **a) Summary Innovation Request**

“Exhibit E—Summary Innovation Request” This request lists each workplan, specifies whether it is new or approved, and indicates the total amount of MHPA funding required.

### **b) New Innovation Workplan Description**

*(Note to reviewers—the initial component guidelines for Innovation remain under development. The new workplan description guidelines below need to promote consistent values and approach to Innovation.)*

For all new workplans proposed in the summary request, provide the following information.

- i) Brief Narrative consistent with format in “Exhibit E—Innovation Narrative” including
  - (1) Title and brief narrative description of the workplan
  - (2) An explanation of how the new workplan relates to the issues identified in the community planning process
  - (3) A description of how the proposed workplan relates to the general standards (CCR, Section 3320) of the MHPA
  - (4) Description of how this workplan is innovative
  - (5) Estimated timeline for completion of project
  - (6) Method for determining and disseminating “learning” from the project.

*Note: The anticipated number of persons and population to be served is included on Exhibit C—Workplan Description and therefore not requested again here.*
- ii) Line item budget consistent with level of detail provided in “Exhibit E—Budget for New Workplan.”

## **F. Submission**

One original copy should be submitted to the County Operations Liaison. In addition, one hard copy and one electronic copy should be submitted to both the County Operations

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liaison and to the MHSOAC. The County Operations liaison identified on the following internet site: <http://www.dmh.ca.gov/CountyOps/contact.asp>. MHSOAC copies should be sent to:

1300 17th St., Suite 1000  
Sacramento, CA 95811  
Attn: Sheri Whitt

To ensure timely FY 09/10 payment, the County must submit their annual update by March 1, 2009.

If you have any further questions, please contact your DMH County Operations liaison or MHSOAC liaison.

Sincerely,

STEPHEN W. MAYBERG, Ph.D.  
Director

Enclosures

DRAFT

Exhibit A  
 MENTAL HEALTH SERVICES ACT (MHSA)  
 FY 09/10 ANNUAL UPDATE  
 to the  
 THREE-YEAR PROGRAM AND EXPENDITURE PLAN  
 COUNTY CERTIFICATION

County Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>County Mental Health Director</b>	<b>Project Lead</b>
Name:	Name:
Telephone Number:	Telephone Number:
E-mail:	E-mail:
Mailing Address:	

I hereby certify that I am the official responsible for the administration of the Community Mental Health Services in and for said County; that the county has complied with all pertinent regulations, laws and statutes for this Annual Update. Mental Health Services Act funds are and will be used in compliance with Welfare and Institutions Code Section 5891 and CCR Section 3410, Non-Supplant.

This annual update has been developed with the participation of stakeholders, in accordance with Title 9, California Code of Regulations (CCR) Sections 3300, 3310 and 3315. The draft FY 09/10 annual update was circulated for 30 days to stakeholders for review and comment and a public hearing was held by the local mental health board or commission. All input has been considered with adjustments made, as appropriate. A summary of substantive input and the County responses is attached.

All documents in the attached FY 09/10 Annual Update are true and correct

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
 Local Mental Health Director/Designee

**Exhibit E**

**FY 2009/10 Mental Health Services Act  
Budget Worksheet - New Workplans**

County: \_\_\_\_\_ Fiscal Year: 2009-10  
 Program Workplan # \_\_\_\_\_ Date: \_\_\_\_\_  
 Program Workplan Name \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_  
 Type of Funding \_\_\_\_\_ Months of Operation \_\_\_\_\_  
 Proposed Total Client Capacity of Program/Service: \_\_\_\_\_ New Program/Service or Expansion New  
 Existing Client Capacity of Program/Service: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
 Client Capacity of Program/Service Expanded through MHSA: 0 Telephone Number: \_\_\_\_\_

	County Mental Health Department	Other Governmental Agencies	Community Mental Health Contract Providers	Total
<b>A. Expenditures</b>				
1. Client, Family Member and Caregiver Support Expenditures				\$0
a. Housing				\$0
b. Other Supports				\$0
2. Personnel Expenditures				\$0
3. Operating Expenditures				\$0
4. Program Management				\$0
5. Estimated Total Expenditures when service provider is not known				\$0
6. Non-recurring expenditures				\$0
<b>7. Total Proposed Program Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>B. Revenues</b>				
1. Existing Revenues				
2. New Revenues				
a. Medi-Cal (FFP only)				\$0
b. State General Funds				\$0
c. Other Revenue				\$0
d. Total New Revenue	\$0	\$0	\$0	\$0
<b>3. Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>C. Total Funding Requirements</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Exhibit E**  
**FY 2009/10 Mental Health Services Act**  
**Summary Capital Facilities and Technological Needs Funding Request**

County: \_\_\_\_\_

Date: \_\_\_\_\_

Capital Facilities and Technological Needs Workplans				Total MHSA Funds Requested	Type of Project	
No.	Name	New (N)/ Approved Existing (E)	FY 09/10 MHSA Funding Required	Capital Facilities	Technological Needs	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
<b>26. Subtotal: Workplans</b>				\$0	\$0	\$0
<b>27. Plus Capital Facilities and Technological Needs Administration</b>				\$0		
<b>28. Less FY 07/08 Unspent Available Funds</b>				\$0		
<b>29. Plus FY 08/09 Funds Needed in Excess of Approved Funding</b>				\$0		
<b>Total MHSA Funds Requested for Capital Facilities and Technological Needs</b>				\$0		
<b>30. Total MHSA Funds Requested for Capital Facilities and Technological Needs</b>				\$0		

**Exhibit E**  
**FY 2009/10 Mental Health Services Act**  
**Summary Community Services and Supports (CSS) Funding Request**

County: \_\_\_\_\_

Date: \_\_\_\_\_

CSS Workplans				Estimated MHSA Funds by Service Category				Estimated MHSA Funds by Age Group			
No.	Name	New (N)/ Approved Existing (E)	FY 09/10 MHSA Funding Required	Full Service Partnerships (FSP)	System Development	Outreach and Engagement	MHSA Housing Program	Children, Youth, and Their Families	Transition Age Youth	Adult	Older Adult
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											
<b>26. Subtotal: Workplans<sup>a/</sup></b>					\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>28. Plus CSS Administration</b>											
<b>29. Plus CSS Transfer to Capital Facilities and Technological Needs<sup>b/</sup></b>											
<b>30. Plus CSS Transfer to Workforce Education and Training<sup>b/</sup></b>											
<b>31. Plus CSS Prudent Reserve<sup>b/</sup></b>											
<b>32. Less FY 07/08 Unspent Available Funds</b>											
<b>33. Plus FY 08/09 Funds Needed in Excess of Approved Funding</b>											
<b>34. Total MHSA Funds Requested for CSS</b>											

a/ Majority of funds must be directed towards FSPs (Title 9, California Code of Regulations Section 3620(c)). Percent of Funds directed towards FSPs=  
b/Transfers to Capital Facilities and Technological Needs, Workforce Education and Training, and Prudent Reserve are subject to limitations of WIC 5892b.

**Exhibit E  
FY 2009/10 Mental Health Services Act  
Summary Innovation Request**

County: \_\_\_\_\_

Date: \_\_\_\_\_

Innovation Workplans				Estimated Funds by Age Group				
No.	Name	New (N)/ Approved Existing (E)	FY 09/10 MHSA Funding Required	Children, Youth, Families	Transition Age Youth	Adult	Older Adult	
1.			\$0					
2.			\$0					
3.			\$0					
4.			\$0					
5.			\$0					
6.			\$0					
7.			\$0					
8.			\$0					
9.			\$0					
10.			\$0					
11.			\$0					
12.			\$0					
13.			\$0					
14.			\$0					
15.			\$0					
16.			\$0					
17.			\$0					
18.			\$0					
19.			\$0					
20.			\$0					
21.			\$0					
22.			\$0					
23.			\$0					
24.			\$0					
25.			\$0					
<b>26. Subtotal: Workplans</b>			\$0	\$0			\$0	
<b>27. Plus Innovation Administration</b>								
<b>28. Less FY 07/08 Unspent Available Funds</b>								
<b>29. Plus FY 08/09 Funds Needed in Excess of Approved Funding</b>								
<b>30. Total MHSA Funds Requested</b>			\$0					

**Exhibit E  
 FY 2009/10 Mental Health Services Act Prevention  
 Summary Prevention and Early Intervention (PEI) Request**

County: \_\_\_\_\_

PEI Workplans				FY 09/10 MHS Funding Required	Estimated MHS Funds by Type of Intervention			Estimated MHS Funds by Age Group			
No.	Name	New (N)/ Approved Existing (E)	Universal Prevention		Selected/ Indicated Prevention	Early Intervention	Children, Youth, and Their Families	Transition Age Youth	Adult	Older Adult	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
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24.											
25.											
<b>26. Subtotal: Workplans<sup>a/</sup></b>					\$0	\$0	\$0	\$0		\$0	
<b>27. Plus PEI Administration</b>											
<b>28. Less FY 07/08 Unspent Available Funds</b>											
<b>Plus FY 08/09 Funds Needed in Excess of</b>											
<b>29. Approved Funding</b>											
<b>30. Total MHS Funds Requested for PEI</b>											

a/ Majority of funds must be directed towards individuals under age 25--children, youth and their families and transition age youth . Percent of Funds directed towards those under 25 years=

**Exhibit E**  
**FY 2009/10 Mental Health Services Act**  
**Summary Workforce Education and Training Request**

County: \_\_\_\_\_

Workforce Training and Education Workplans				Estimated Funds Requested by Funding Cateroy					
No.	Name	New (N)/ Approved Existing (E)	FY 09/10 MHSA Funding Required	Workforce Staffing Support	Training and Technical Assistance	Mental Health Career Pathway	Residency and Internship	Financial Incentive	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
<b>26. Subtotal: Workplans</b>					\$0		\$0	\$0	
<b>27. Plus Administration for Workforce Education and Training</b>									
<b>28. Less Unspent Available Funding</b>									
<b>29. Total MHSAs Funds Requested for Workforce Education and Training</b>									

**INDICATORS FOR THE FY 09/10 ANNUAL UPDATE TO THE  
THREE-YEAR PROGRAM AND EXPENDITURE PLAN**

What	How Measured
1) <i>Financial:</i> MHPA funds are and will be used in compliance with CCR Section 3410 of Title 9, Non-Supplant.	County Certification
2) <i>Financial:</i> At least a majority of the CCS budget is directed to FSPs (Section 3620(c).	CSS Funding Request
3) <i>Financial:</i> At least a majority of the PEI budget is directed to persons aged 25 and under. <sup>1</sup>	PEI Funding Request
4) <i>Financial:</i> Prudent Reserve Plan is submitted.	Prudent Reserve Plan
5) <i>Community Planning Process:</i> The community planning process included the participation of stakeholders in accordance with CCR Sections 3300, 3310, 3315.	Description of Community Planning Process
6) <i>Community Planning Process:</i> The draft Annual Update was circulated for 30 days to stakeholders for review and comment per Section 3315(a) of the CCR and a public hearing was held on the draft Annual Update.	Dates for stakeholder review and public hearing provided in Description of Community Planning Process
7) <i>Community Planning Process:</i> All stakeholder input was considered with adjustments made, as appropriate.	Summary of input and actions taken in response to input in Description of Community Planning Process
8) <i>Community Planning Process:</i> The community planning process included a review with stakeholders of the progress made on implementing the county's CSS Plan.	Report on FY 07/08 CSS
9) <i>Community Planning Process:</i> The community planning process included a review with stakeholders of data for FY 06/07 on numbers of new admissions by age, gender and ethnicity. (This will establish a baseline for information to be tracked in subsequent years)	Description of Community Planning Process
10) <i>Community Planning Process:</i> The community planning process included sharing with stakeholders state provided data on FSP performance.	Description of Community Planning Process

<sup>1</sup> Pending decision about how to handle PEI in year one of the first Integrated Plan

# Mental Health Services Act Program Description



County Name \_\_\_\_\_

Program Name \_\_\_\_\_

Fiscal Year \_\_\_\_\_

Total Funding Requested \_\_\_\_\_

Total Annual Number to be Served \_\_\_\_\_

### MHSA Component

- Community Services & Supports
- Prevention & Early Intervention
- Workforce Education & Training
- Capital Facilities/Technology
- Innovation

If Community Services & Supports, Annual Number to be Served in Each Category

- \_\_\_\_\_ Full Service Partnerships
- \_\_\_\_\_ System Development
- \_\_\_\_\_ Outreach & Engagement

### Program Description:

\_\_\_\_\_

### Expected Outcomes:

\_\_\_\_\_

### Proposed Changes from Last Fiscal Year:

- Increase number served
- Decrease number served
- Modify population served
- Modify services provided
- Other changes

### Explanation of Proposed Changes:

\_\_\_\_\_

DRAFT