

PART VI: SUBMISSION GUIDELINES

To receive MHSA funding to implement Prevention and Early Intervention programs, county mental health departments must submit a complete Program and Expenditure Plan for Prevention and Early Intervention. Due to the comprehensive review and approval process for these Program and Expenditure Plans by both the OAC and DMH, the review process is expected to take up to three months. OAC will have final approval of plan expenditures. Refer to the Appendix for the PEI Budget and Planning Worksheets.

Please submit an original county PEI plan along with 11 copies, plus an electronic format on CD, of the completed Planning and Program and Expenditure Plan to:

<p>Prevention and Early Intervention Branch California Department of Mental Health 1600 9th Street, Room 350 Sacramento, CA 95814 e-mail: caitlin.viscardi@dmh.ca.gov</p>
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Instructions for Completing Plan

Complete Form No. 1: “Face Sheet”

A. Community Program Planning

Complete a Form No. 2 “Community Program Planning Process”

B. Workplans

Complete Form No. 3: “PEI Workplan Summary”, for each workplan, including accompanying narrative (as needed).

C. Budget and Financial Information

1. Complete Form No. 4: “Revenue and Expenditure Budget Worksheet” and narrative for each workplan.
2. Complete Form No. 5: “Administrative Budget Worksheet” and narrative.
3. Complete Form No. 6: “Prevention and Early Intervention Budget Summary”

D. Accountability and Evaluation

Complete Form No. 7: “Local Evaluation of a Workplan”