



REQUEST FOR PROPOSALS
for
Expanding, Enhancing Emotional Health
(E3) Program

Issued By:

Michigan Department of Health and
Human Services

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Proposals Due February 10, 2020

**MICHIGAN DEPARTMENT OF HEALTH AND HUMAN
SERVICES
January 2020**

**ANNOUNCEMENT FOR REQUEST FOR PROPOSALS FOR EXPANDING,
ENHANCING EMOTIONAL HEALTH (E3) PROGRAM**

**This packet
includes:**

- Grant Announcement
- Part I: General Information
- Part II: Additional Information
- Part III: Review Process and Information
- Part IV: Application Information, Instructions and Review Criteria
Expanding, Enhancing Emotional Health (E3)
- Attachments

NATURE OF ACTION REQUESTED: X VOLUNTARY

The Michigan Department of Health and Human Services (MDHHS) is pleased to announce the availability of funding for school-based mental health services. Starting October 1, 2019, approximately **\$1.5 million** is available for funding the Expanding, Enhancing Emotional Health (E3) Program sites. The grants will be awarded through a competitive process. Applicants can request up to \$75,000 for FY 2020 funding for April 1, 2020-September 30, 2020. If funded, subsequent years will be funded at \$100,000.

The grant application for Expanding, Enhancing Emotional Health (E3), including all required forms, is available on the Child and Adolescent Health Center website (www.michigan.gov/cahc), located under the Expanding, Enhancing Emotional Health (E3) tab. **Completed applications must be submitted electronically on or before February 10, 2020.**

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MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

January 2020

APPLICATION FOR EXPANDING, ENHANCING EMOTIONAL HEALTH (E3) PROGRAM

PART I: GENERAL INFORMATION INTRODUCTION

The Michigan Department of Health and Human Services (MDHHS) is pleased to announce the availability of \$1.5 million to fund grants to local communities to support NEW mental health sites called Expanding, Enhancing Emotional Health (E3). Section 31n of the State School Aid Act (*Attachment A*) provides state funding for the Child and Adolescent Health Center Programs which includes the E3 Program.

With this RFP, the Department is seeking applications for:

1. **Expanding, Enhancing Emotional Health (E3)** is defined as a program located in a school or on school grounds that provides on-site comprehensive mental health services from mild to moderate severity of need. It includes internal/external referrals, tracking and follow-up throughout the year. Signed agreements with the host school and/or local school district is required. The E3 provider is expected to operate at 40 hours or full time equivalent, five days per week at a single location. The 40 hours of clinical services must be provided by a licensed Master's level mental health provider (LMSW, LLMSW, LPC, LLPC, LMFT, LLMFT). Appropriate supervision must be available. E3 providers can be located in elementary, middle, high, or alternative schools and must follow School Code Regulations.

For the purpose of this application guidance, E3 provides mental health services on SCHOOL PROPERTY.

Many students in Michigan confront serious health concerns: depression and teen suicide; unintentional injuries; child abuse and other interpersonal violence; alcohol, tobacco and other drug use; overweight and unhealthy food choices; early pregnancy and childbearing; and family conflict. These problems have negative impact on school attendance, academic achievement and school completion.

Many students in Michigan lack adequate access to mental health services. Increasingly, families cannot afford time away from school and work to seek services. Many families live-in areas with limited mental health providers and lack health insurance, money, transportation and knowledge of how to navigate the mental health care system. A major emphasis of this program is to ensure that eligible children and adolescents within targeted schools have access to a range of prevention, early intervention, support, referral, and coordination services that help to improve their social emotional well-being.

MDHHS believes that “healthy kids learn better.” Assuring access to mental health services in schools with significant numbers of children and families that have unmet needs provides opportunity for developmentally appropriate care in an environment that is tailored to their unique needs and is conveniently located. Through the establishment of the E3 program, interventions can be provided to those age 5-21, with the aim of achieving the best possible physical, intellectual, and emotional health status. In addition to funding, collaboration with the state, local community organizations, youth, parents and schools ensure ongoing program support and growth that meets the needs of the target population.

Services offered by the Expanding, Enhancing Emotional Health (E3) Program must include at a minimum: (1) comprehensive individual mental health services, (2) group therapy, (3) case management, (4) early intervention and other support services including psychosocial services and assessment, (5) and referral services.

For a list of key terms and definitions for this competitive process, please refer to *Attachment B*.

GRANT PURPOSE

A major role of the E3 program is to provide a safe and caring place for all children and adolescents to learn positive health behaviors, coping mechanisms, and receive needed support, resulting in healthy youth who are ready and able to learn.

These grant application instructions are provided to interested and eligible parties to enable them to prepare and submit competitive proposals for the following:

1. Expanding, Enhancing Emotional Health (E3) program shall be open and provide a full-time or full time equivalent qualified mental health provider (i.e., 40 hours) in one school building year-round. Services shall: a) fall within the current, recognized scope of mental health practice in Michigan and b) meet the current, recognized standards of care for children and/or adolescents.
2. Services provided by the mental health provider are designed specifically for children and adolescents, aged 5 through 21 years, and are aimed at achieving the best possible social and emotional health status. Mental Health Services are granted to all children and adolescents; not excluding those receiving special education services. **However, E3 services must not supplant already available services offered under special education.**

ELIGIBLE APPLICANTS

Eligible applicants include public and non-profit entities (e.g., local health departments, community health centers, Community Mental Health agencies, Federally Qualified Health Centers, non-profit hospitals/health systems, school districts and other health care or social service organizations qualified to provide school-based mental health care services. Documentation of incorporation as a

non-profit agency or other legal status or evidence of application must be included with this application. Applicants **must demonstrate** collaboration between the local school district, health care providers and sponsoring agencies in the proposal.

ASSURANCES

To be eligible for funding, all applicants must provide checked, written assurances on the application coversheet. These assurances are mandated in the Michigan School Code: 1) that abortion services, counseling, and referrals for abortion services will not be provided as part of the services offered; and 2) family planning drugs and/or devices will not be prescribed, dispensed or otherwise distributed on school property. Additional assurances include- compliance with all federal and state laws and regulations prohibiting discrimination, and all requirements and regulations of the Michigan Department of Health and Human Services. **These assurances must be checked on the application coversheet.**

TARGET POPULATIONS TO BE SERVED

The MDHHS requests proposals for the delivery of mental health services to those aged 5-21-years in geographic areas where documentation that accessible and acceptable mental health services for youth require enhancement or do not currently exist.

FUNDING LIMIT AND DURATION OF FUNDING

This grant will provide base funding for the Expanding, Enhancing Emotional Health (E3) Program starting April 1, 2020 through September 30, 2020, based on availability of funding. Approximately 10 grants will be awarded funding through this competitive process. *The intent of this RFP is to provide base funding support to operate an E3 site.*

Awards are contingent upon the availability of funds, and as applicable, the performance of the grantee in previous years. MDHHS reserves the right to terminate any contract due to failure to meet established minimum program requirements, reporting requirements, and/or failure to meet annual negotiated performance numbers.

REJECTION OF PROPOSALS

MDHHS reserves the right to reject any and all proposals received as a result of this announcement and will do so if the proposal does not adhere to funding specifications, and preparation instructions.

CLOSING DATE AND ELECTRONIC DELIVERY

Proposals are due on or before 5:00 p.m. on Friday February 10, 2020. In order to be accepted for review, proposals **must**:

- 1) Include the completed coversheet- Attachment A: Application Coversheet.
All assurances must be acknowledged, as instructed.
- 2) Bear appropriate signatures,

- 3) Be submitted electronically in ONE PDF document, titled: "FY20-E3-RFP-Name of Proposed Site,"
- 4) Be submitted electronically to the CAHC Mailbox address: MDHHS-CAHC@michigan.gov.

Upon receipt of your proposal, you will receive a confirmation e-mail within 24 hours of submission. If you do not receive this e-mail confirmation, please e-mail zerkag@michigan.gov.

Proposals submitted by fax, mail or hand-delivered will not be accepted or reviewed and will be returned to the applicant.

Review Process

The Department will appoint an objective review committee to review and prioritize proposals for funding. Notification or rejection of award is expected by March 2020.

PROPOSAL PREPARATION, PAGE LIMIT AND FONT SIZE

E3 proposals should be prepared simply and economically, providing a concise description of the requirements of the proposal with a narrative **no longer than 10 pages** in length. Proposals should be typed with a font no smaller than 12-point font, double-spaced, single-sided, and using standard one-inch margins. Applicants must number all pages sequentially, including attachments.

Required forms and support documents (cover page, title page, table of contents, certifications and assurances, copies of policies and procedures, interagency agreements, budget forms, budget narrative, and letters of commitment/support and need) are not counted in the narrative page limit. Supplementary materials will not be reviewed and will be discarded.

ACKNOWLEDGEMENT

All publications, including reports, films, brochures, and/or any project materials developed with funding from this program, must contain the following statement: **"These materials were developed with state funds allocated by the Michigan Department of Health and Human Services."**

AMERICANS WITH DISABILITIES ACT

MDHHS is committed to providing equal access to all persons in admission to or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact MDHHS for assistance.

AVAILABILITY OF APPLICATION

The application packet is available from the Child and Adolescent Health Center website at www.michigan.gov/cahc., located under the Expanding, Enhancing Emotional Health (E3) Program tab at the bottom of the overview page.

WHERE TO OBTAIN ASSISTANCE

MDHHS issues the instructions contained in these materials and is the sole points of contact in the State for this program.

A *Frequently Asked Questions* document will be available for public use at www.michigan.gov/cahc. This information can be found under the Expanding, Enhancing Emotional Health (E3) Program tab. Any questions regarding the application **must** be submitted to Gina Zerka, E3 Coordinator/Mental Health Consultant at zerkag@michigan.gov. Questions and answers will be continuously updated on the website for review. Final questions should be submitted by February 3, 2020.

PART II: ADDITIONAL INFORMATION

FUNDING PROCESS

The Department will make E3 grants available through a competitive process for fiscal year (FY) 2020 (April 1, 2020-September 30, 2020). Applicants receiving FY 2020 funding in the amount of \$75,000 will be eligible to apply for continuation funds to operate E3 in subsequent years. Future years of E3 allocations will be \$100,000 per year and are contingent on demonstrating satisfactory progress achieving performance measures. Progress will be measured through both performance measure reports and financial reports.

PAYMENT SCHEDULE

Michigan Primary Care Association (MPCA) will issue FY 20 contracts to all grantees. Grantees will receive 2 payments from MPCA; July 30, 2020 and October 30, 2020. Expenditures must be reported quarterly and at year-end, in accordance with the terms and conditions of this agreement and as outlined in the E3 contract issued by MPCA. Future grants will be distributed through egrams.

FINANCIAL REPORTING

Quarterly and year-end expenditure reports will be required of all grant recipients. The final expenditure report is due within 30 days of the end of each of the project years (i.e., the first year of funding the final report will be due by October 30, 2020). All financial reporting requirements are detailed in required documents and forms found at www.michigan.gov/cahc. FY20 Financial Reporting will be provided on: July 30th- covering period April 1-June 30, 2020 and October 30th-covering period July 1-September 30, 2020.

PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES

After grants are awarded, the grantee will carry out the proposed programming under the general direction of MDHHS. Program oversight, including technical assistance

and consultation, will be provided by MDHHS. For E3, the services and activities described in the Minimum Program Requirements (*Attachment D*) must be addressed in the proposal and implemented throughout the funding cycle.

Quarterly and year-end reports will be required of all grant recipients including data and billing collection, financial reporting, and program objective outcomes. The content of reports are subject to be used by MDHHS to assist in evaluating the effectiveness of programs funded under the State grants program, and reports to the legislature.

TECHNOLOGY REQUIREMENTS

Each funded applicant is **required** to have an accessible electronic mail account (email) to facilitate ongoing communication between MDHHS and grantees. All funded grantees will be added to the State-funded and E3 list serves, which are the primary vehicle for communication between MDHHS and grantees and E3 providers, respectively.

TECHNICAL ASSISTANCE AND TRAINING

MDHHS has a lead consultant to provide technical assistance to successful grantees. Anticipate quarterly meetings with the assigned MDHHS consultant. Each grantee will have a comprehensive site review scheduled to ensure that all minimum program requirements are being met. If minimum program requirements are not being met, technical assistance and follow-up will occur, as needed. After this initial site review, subsequent reviews will occur at least once every five years or more frequently, if necessary.

In addition, the E3 program provides training opportunities for program staff throughout the year. The annual coordinator meeting, typically held in the Fall, is a required training for all grantees. Additional trainings may be required during the planning process. Attendance at other E3 sponsored trainings are highly encouraged.

PART III: REVIEW PROCESS AND INFORMATION

PROPOSAL REVIEW PROCESS AND APPROVAL

All proposals, meeting submission requirements as outlined in this document, will be reviewed and evaluated by MDHHS staff using a peer review system. Rubrics will be used as a rating instrument in the review process. The rubric can be obtained at www.michigan.gov/cahc. Award selections will be based on points

awarded, as determined by the merit and quality of the proposals, from the Review Criteria Section and all relevant information. Each applicant can request feedback on their proposal, including specific strengths, weaknesses and recommendations within 30 days of receiving a written notice of award. Successful applicants must respond to any specific Conditions of Funding noted in the award letter. All funding will be subject to approval by the Director of the Michigan Department of Health and Human Services.

ADDITIONAL REVIEW FACTORS

In addition to the review criteria in Part IV and Part V, MDHHS may apply other factors in making funding decisions, such as: (1) geographical distribution, (2) gaps in services, (3) duplication of effort, (4) duplication of funding, (5) agency capacity, (6) evidence that an applicant has performed satisfactorily on previous state grants, and (7) services are being proposed in areas with disproportionate rates of suicide attempts and completions among youth.

GRANT REVIEWERS

MDHHS will designate a panel of peer reviewers with knowledge of E3 Program Requirements. This review panel will receive training prior to reviewing proposals. A consensus process will be utilized to enhance reviewer reliability of the final score. **Persons involved in the development of a proposal, associated with an organization or district submitting a proposal, or having any other real or perceived conflict of interest may not serve as reviewers.**

PART IV: APPLICATION INSTRUCTIONS, AND REVIEW CRITERIA

Application information, instructions and review criteria for **Expanding, Enhancing Emotional Health (E3) program is detailed in Part IV** of this application guidance. **If one organization is applying for more than one site in different geographic locations, separate applications and budgets must be submitted. An agency can apply for no more than two separate E3 applications.**

REVIEW CRITERIA

All applicants will be evaluated based on the criteria described in this section. Narrative sections of the applications should address each criterion. Applications are not to include pamphlets, handbooks, reports, brochures, news articles, folders, binders, dividers, etc. The maximum score that can be obtained for this application is One Hundred Points (plus up to 6 additional bonus points). The value assigned for each section is indicated under Part C. Proposals exceeding 10 pages will not be accepted. Required forms and support documents (title page, table of contents, certifications and assurances, budget forms, budget narrative, interagency agreement with school, and letters of commitment and need) are not counted in the narrative page limit.

PART A – APPLICATION COVER SHEET (Attachment C)

The agency or organization submitting the application as well as the direct contact person for this program must be fully identified. All boxes are to be accurately completed.

1. Funding Strategy.

Expanding, Enhancing Emotional Health (E3 Program)

***E3 sites must reach a minimum of 50 unduplicated children or youth annually for the proposed site.**

2. Service Area. Identify the service/target area the requested funds will service (school district, county, city, metropolitan area, etc.). Name of school where E3 is proposed to be located. Enrollment in the school building where E3 is proposed to be located.

3. Target Population. While E3 sites can serve youth aged 5-21, please identify the primary age group and grades to be served.

State funding for E3 can NOT be used to serve the adult population.

PART B - ASSURANCES

To be eligible for funding, all applicants must check the required written assurances. **These assurances must be included in the application coversheet.**

PART C – GRANT PROGRAM DETAILS (100 POINTS)

- 1. Table of Contents.** Provide a table of contents with corresponding page numbers, for all content in the application. Attachments should be included in the paginated and listed in the table of contents.
- 2. Assessment of Strengths (10 points).** Describe the assets and strengths of the students in your community. What positive characteristics can be attributed to students, teachers, parents and the school? How will these strengths or assets be leveraged to support the work of E3?
- 3. Assessment of Need (20 points).** The proposal must include documentation from multiple sources (examples- data sources, community input, parent input) on the lack of youth accessible and acceptable services in the geographic area proposed to be served. The need/demand for services must be well-documented.

- A. Provide descriptive and demographic information of the service area including:
1. Service area geographical description.
 2. Data on estimated need/demand for the proposed services.
 3. Description of other unusual factors (examples- high rates of suicide, depression, poverty, suspensions, expulsions, etc) affecting the need for the proposed services.
 4. Description demonstrating the lack of mental health services in the area. Give examples of similar services and the distance to those services.
 5. Is the proposed E3 site located in a county with high suicide rates? Provide relevant data/information related to suicide rates/suicide attempts/ideations (see the attachment document on the website)
- B. Describe characteristics of the target population including:
1. Size of the target population.
 2. Age of the target population
 3. Economic status of the target population (at a minimum, include number of students in the target population that receive free or reduced-price school lunch, poverty rates, unemployment rates, etc).
 4. Gender and race/ethnicity of the target population.
- C. Identify and include the results of a health survey (examples include but not limited to- YRBS, MiPHY, school climate surveys, focus groups, etc) that has been conducted in the previous three years to assess the target population's mental health needs, identifies emotional health status and level of risk-taking behaviors.
- D. Current letters of need documenting the need for services must be obtained from at least two of the following agencies: community mental health, local office of substance abuse services, federally qualified health centers (FQHCs), local Department of Human Services (DHS), local hospital, Mayor's office, local health department, board of health, health officer, school district superintendent or school board, intermediate school district and/or county board of commissioners.
- 4. Sponsoring Agency Experience (15 points).** Describe applicant organizations previous successful experience in efforts to support student emotional health. What services were provided? How are they similar to what is being proposed?
- 5. Organizational Structure (5 points).** Describe the administrative and organizational structure within which the program will function. Submit an

organizational chart depicting the program. Include the fiduciary agency, program coordinator, mental health provider, proposed subcontractors (if applicable), and all related program personnel, as an attachment.

Describe the number of staff who will provide the proposed services including a description of the skills/qualifications necessary. In the attachments, include job descriptions or vitae (if available) of the personnel who will play key roles in the administration of the model, and the delivery of services. Provide a description of how program coordination will occur, including any full-time equivalents (FTEs) dedicated to overseeing and coordinating administrative functions. (Hint: See *Attachment D-Minimum Program Requirements* for a description of all required components to the model and the hours of operation).

6. Service Plan Narrative (30 points). Services proposed to be provided should be fully and clearly described in this section. ***The services as described in this proposal must be operational and accessible to the described target population by May 1, 2020.***

- A. Provide a description of the proposed services that will be provided at the E3 site. (Hint: See *Attachment D-Minimum Program Requirements* for a description of required services).
- B. Describe the system that will be used to identify and recruit clients for services. What methods will be used to engage parents and gain consents for treatment.
- C. Describe the internal and external referral process that will be used for services, which includes follow-up procedures. Include the relationship the applicant has with community partners, as well as the attempts that have been made to meet the needs of the population the applicants are requesting to serve.
- D. Describe the proposed hours of operation and arrangements for 24/7 after-hours service. Mental Health services must be provided to the population served through the E3 site a minimum of 40 hours per week or be equivalent to full time. *Services must be provided year-round, including times when school is not in session.* Describe the proposed plan to address year-round services during times of school closure.
- E. Indicate the number of unduplicated children and/or youth proposed to be served in the course of the fiscal year. **A minimum of 50 unduplicated users must be proposed and served for E3 sites.**
- F. Describe where and how services will be provided. A signed letter of commitment for the E3 site from the (1) school building administration and (2) local school district must be included with the proposal.

Commitment letters must demonstrate assurance that agencies will collaborate to determine the final location of the E3 site, administration of a health survey to enrolled students in the school, parental consent policy and services rendered in the E3 program. If awarded, a formal written approval by the school administration and the local school board will have to be submitted for those items within the first year of the grant.

- G. Describe the proposed location within the school building for E3. Include any renovation or construction that is needed to ensure this space is fully operational and youth friendly. Please note that grant funds cannot be used for construction or architectural costs.
- H. Describe the strategy that will be used to integrate a full time Mental Health Provider into the selected school. Include past successful experiences of mental health integration, if applicable.
- I. Describe the methods that will be used to differentiate the E3 mental health provider from other like services (example- School Social Worker) in the school environment. Also describe the implementation methods used for collaboration between current student support staff and the new E3 provider. *It's imperative that the funding used for the E3 providers does not supplant existing services in the selected school site.*
- J. Ensure school readiness for these services to be provided. Provide assurance of administrative and educator support to students to participate and receive the proposed services. Give examples of how you will demonstrate school readiness.

7. Financial Plan (10 points). The financial plan should be sufficient to achieve the proposed project, but not be excessive. The financial plan should also address the following:

- A. Briefly describe all funding sources that will help support the E3 site, the amount of support, and clearly identify the distribution of these funds.
- B. Provide written assurance E3 funding will not be used to supplant current funding supporting school emotional health services or supplant existing special education services.
- C. Describe the billing system that will be used to recover appropriate revenues from third-party payers and provide assurances that revenue collected will be utilized for E3 operations. (See *Attachment D--*

Minimum Program Requirements for E3, which states that services cannot be denied because of inability to pay).

- D. Describe how the billing and fee collection processes protect client confidentiality.

PART D: BUDGET

1. **Budget Forms (5 points):** Prepare a line-item budget for the period of April 1, 2020, through September 30, 2020, on the **Budget Summary** and **Cost Detail Forms** for the amount requested (*forms and instructions can be found at www.michigan.gov/cahc*). All in-kind resources and hard match (if applicable-not required) must also be included on the budget. **The budget and budget narrative should clearly delineate specific staff and staff costs, percentage of fringe benefits, travel and purchases supported with state dollars.**
2. **Budget Narrative (5 points):** Budget narratives must provide detailed descriptions of planned expenditures, including justification and rationale. All budget line items must be described in the budget narrative (*Guidelines for the Budget Narrative are found in Attachment E*).

If your agency is currently funded to provide services similar or related to those proposed in this application, provide a list of the funding source(s), amount of award, contract period and services supported.

ADDITIONAL BONUS POINTS AVAILABLE

Up to 3 bonus points will be awarded by MDHHS to location identified as:

1. Proposed E3 sites are in counties that currently do not have a Child and Adolescent Health Center program (Clinical, SWP or E3) (see attached map of counties).

Keweenaw

Highlighted Counties with No CAHC, SWP or E3 Funding



ATTACHMENT A

STATE SCHOOL AID ACT

**SECTION 31n,
SUBSECTION 5
OF THE
STATE SCHOOL AID
ACT**

(5) From the funds allocated under subsection (1), there is allocated for 2019-2020 an amount not to exceed \$6,500,000.00 to be distributed to the network of child and adolescent health centers to place a licensed master's level behavioral health provider in schools that do not currently have services available to general education students. Existing child and adolescent health centers receiving funding under this subsection shall provide a commitment to maintain services and implement all available federal Medicaid match methodologies. The department of health and human services shall use all existing or additional federal Medicaid match opportunities to maximize funding allocated under this subsection. The department shall provide funds under this subsection to existing child and adolescent health centers in the same proportion that funding under section 31a(7) is provided to child and adolescent health centers located and operating in those districts.

ATTACHMENT B

KEY TERMS AND DEFINITIONS

Key Terms and Definitions for Child & Adolescent Health Center Competitive Process

EXPANDING, ENHANCING EMOTIONAL HEALTH (E3) is defined as program located in a school or on school grounds that provides on-site comprehensive mental health services from mild to moderate severity of need. It includes referrals, tracking and follow-up, throughout the year with signed agreements with the host school and/or local school district. The E3 provider is expected to operate at 40 hours or full time equivalent, five days per week at a single location. The 40 hours of clinical services must be provided by a licensed Master's level mental health provider (LMSW, LLMSW, LPC, LLPC, LMFT, LLMFT). Appropriate supervision must be available. E3 providers can be located in elementary, middle, high, or alternative schools and must follow School Code Regulations.

SERVICE AREA is defined as a geographic area with precise boundaries (e.g., school district, county). The size of the service area should be appropriate to provide services in a timely fashion.

TARGET POPULATION is defined as a subset of the entire service area population (e.g., school building, city, or other). For the purpose of this program, the eligible target population is 5-21 years of age (up to age 26 for Special Education students) and the young children of the adolescent population. The description of the target population should include the major health problems of that population and should serve as the basis for the center's service delivery plan.

ATTACHMENT C

APPLICATION COVERSHEET



**ATTACHMENT C: Application Coversheet
FY20 E3 Competitive Application**

Applicant fiduciary name:	E3 address (<i>not</i> fiduciary):
Name of School for E3 Program:	
Contact Person (name, email, phone):	
Authorized agency signatory name and title:	
Authorized agency signature:	

Physical Location of E3 site: <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Alternative High School <input type="checkbox"/> Other:
Number of youth in target area: _____ Number of youth enrolled in proposed school : _____
Amount of Funds Requested:

Assurances

<input type="checkbox"/> Abortion services, counseling and referrals for abortion services will not be provided as part of the services offered.
<input type="checkbox"/> Services will comply with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the MDHHS and MDE.
<input type="checkbox"/> The E3 program, if on school property, shall not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.

ATTACHMENT D
MINIMUM PROGRAM
REQUIREMENTS FOR EXPNADING,
ENHANCING EMOTIONAL HEALTH
(E3)



Child & Adolescent
HEALTH CENTER PROGRAM

**MDHHS Child and Adolescent Health Center Program
E3 Grant- Expanding, Enhancing, Emotional Health
Minimum Program Requirements**

The E3 program shall be open and provide a full-time or full time equivalent mental health provider (i.e., 40 hours) in one school building year-round. Services shall: a) fall within the current, recognized scope of mental health practice in Michigan and b) meet the current, recognized standards of care for children and/or adolescents.

Services provided by the mental health provider are designed specifically for children and adolescents ages 5 through 21 years and are aimed at achieving the best possible social and emotional health status.

Services

1. A minimum caseload of 50 clients (users) must be maintained annually.
2. In addition to maintaining a client caseload, the following services may be provided and must be reflective of the needs of the school:
 - a. treatment groups using evidence-based curricula and interventions;
 - b. school staff training and professional development relevant to mental health;
 - c. building level promotion, such as school climate initiatives, bullying prevention, suicide prevention programs, etc
 - d. classroom education related to mental health topics
 - e. case management to and partnerships with other private/public social service agencies
3. A Behavioral Health Screen and/or Risk Assessment will be completed for unduplicated users at least once in the current fiscal year.
4. The use of an Electronic Medical Records system is required.

Assurances

5. These services shall not supplant existing school services. This program is not meant to replace current special education or general education related social work activities provided by school districts. This program shall not take on responsibilities outside of the scope of these Minimum Program Requirements (Individualized Educational Plans, etc.).
6. Services provided shall not breach the confidentiality of the client.

7. The E3 program shall not provide abortion counseling, services, or make referrals for abortion services.
8. The E3 program, if on school property, shall not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.
9. The E3 program, if on school property, shall not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.
10. E3 site will notify E3 Consultant in writing within 10 days of main mental health provider absence.

Staffing/Clinical Care

11. The mental health provider shall hold a minimum master's level degree in an appropriate discipline and shall be licensed to practice in Michigan. Clinical supervision must be available for all licensed providers. For those providers that hold a limited license working towards full licensure, supervision must be in accordance to licensure laws/mandates and be provided by a fully licensed provider of the same degree.
12. The E3 program shall be open during hours accessible to its target population. Provisions must be in place for the same services to be delivered during times when school is not in session. Not in session refers to times of the year when schools are closed for extended periods such as holidays, spring breaks, and summer vacation. These provisions shall be posted and explained to clients. The mental health provider shall have a written plan for after-hours and weekend care, which shall be posted in the center including external doors and explained to clients. An after-hours answering service and/or answering machine with instructions on accessing after-hours mental health care is required. If services are not able to continue during periods of not in session, a written plan must be communicated to MDHHS for approval.

Administrative

13. Written approval by the school administration (ex: Superintendent, Principal, School Board) exists for the following:
 - a. location of the E3 program within the school building;
 - b. parental and/or minor consent policy; and
 - c. services rendered through the E3 program.

A current signed interagency agreement or MOU must be established between the local school district and mental health organization/fiduciary that defines the roles and responsibilities of the mental health provider and of any other mental health staff working within the school. This agreement must state a plan will be in place for transferring clients and/or caseloads if the agreement is discontinued or expires.

14. The mental health provider or contracting agency must bill third party payors for services rendered. Any revenue generated must be used to sustain the E3 program and its services. E3 shall establish and implement a sliding fee scale, which is not a barrier to health care for adolescents. No student will be denied services because of

inability to pay. E3 program funding must be used to offset any outstanding balances (including copays) to avoid collection notices and/or referrals to collection agencies for payment.

15. Policies and procedures shall be implemented regarding proper notification of parents, school officials, and/or other health care providers when additional care is needed or when further evaluation is recommended. Policies and procedures regarding notification and exchange of information shall comply with all applicable laws e.g., HIPAA, FERPA and Michigan statutes governing minors' rights to access care.
16. Implement a quality assurance plan. Components of the plan shall include, at a minimum:
 - a. ongoing record reviews by peers (at least semi-annually) to determine that conformity exists with current standards of practice. A system shall be in place to implement corrective actions when deficiencies are noted;
 - b. conducting a client satisfaction survey/assessment at least once annually.
17. The E3 program must have the following policies as a part of overall policies and procedures:
 - a. parental and/or minor consent;
 - b. custody of individual records, requests for records, and release of information that include the role of the non-custodial parent and parents with joint custody;
 - c. confidential services; and
 - d. disclosure by clients or evidence of child physical or sexual abuse, and/or neglect.

Physical Environment

18. The E3 program shall have space and equipment adequate for private counseling, secured storage for supplies and equipment, and secure paper and electronic client records. The physical facility must be youth-friendly, barrier-free, clean and safe.

ATTACHMENT E
BUDGET NARRATIVE
INSTRUCTIONS

Budget Narrative Instructions

All proposals must include a budget narrative and a line-item budget for the project for the timeframe April 1, 2020-September 30, 2020.

This attachment details information required in the budget narrative. In the budget narrative, applicants are expected to justify the total cost of the program and to list other sources of funding that contribute to the E3 program.

Budget Justification. The budget justification must provide detailed descriptions of planned expenditures, including justification and rationale. All budget line-items must be described in the budget narrative.

- *Salaries and Wages (personnel)* - For each staff position associated with the program, provide the name, title, annual salary and percent of a full time equivalent (FTE) dedicated to the program. Describe the role of each staff person in achieving proposed program objectives. Salaries and wages for program supervision are allowable costs, proportionate to the time allocated to the proposed program.
- *Taxes and Fringe Benefits* - Indicate, by percentage of total salary, payroll and fringe rate (e.g., FICA, retirement, medical, etc.).
- *Travel* - Describe who is traveling and for what purpose. Include reimbursement rates for mileage, lodging and meals. Indicate how many miles, overnights, etc. will be supported annually. **Travel of consultants should not be included in this category but rather under the category of Other - Consultant Fees.** International travel cannot be supported with funding awarded under this RFP. Out of state travel must be reasonable and necessary to the achievement of proposed goals and objectives. Staff travel for training and skills enhancement should be included here and justified.
- *Supplies and Materials* - Describe the types and amount of supplies and materials that will be purchased. Include justification for level of support requested for items and how it relates to the proposed program. Items requested may include but are not limited to: postage, office supplies, screening devices, prevention materials, training supplies, and audio/visual equipment (under \$5,000).
- *Contractual* - Describe all subcontracts with other agencies. Include the purpose of the contract, method of selection and amount of the sub-contract. **Contracts with individuals should be included in the Other category as Consultant Fees.**

- *Equipment* - This category includes stationary and moveable equipment to be used in carrying out the objectives of the program. Equipment items costing less than five thousand dollars (\$5,000) each are to be included in the Supplies and Materials category.
- *Other Expenses* - This category includes all other allowable costs. Common expenditures in this category include the following, though your budget may include additional items.
 - *Consultant Services* - Provide the name (if known), hourly rate, scope of service and method of selection for each consultant to be supported. The expertise and credentials of consultants should be described. Provide rationale for use of consultant for specified services. Travel and other costs of these consultants are to be included in this category and justified.
 - *Space* - Include items such as rent and utilities in this category. Each of these costs must be described. The description must address the cost per month and indicate the method of calculating the cost. Cost for acquisition and/or construction of property are not allowable costs under this RFP.
 - *Communications* - Describe monthly costs associated with the following:
 - phone (average cost per month, proportionate to proposed program)
 - fax (average cost per month, proportionate to proposed program)
 - internet access/email service (average cost per month, proportionate to proposed program)
 - teleconferencing (number of sessions, average cost per use)
 - *Printing and Copying* - Describe costs associated with reproduction of educational and promotional materials (manuals, course hand-outs, pamphlets, posters, etc.). Do not include copying costs associated with routine office activities.
 - ***Indirect Costs* - Indirect costs are not allowed under this grant.**
 - ***Architectural Costs* – Construction costs are allowed but cannot be permanent.**
 - ***Capital Costs* – Capital costs are not allowed.**

Other Funding Sources. If the applicant receives other funding to conduct services which are linked to the proposed program, they are to supply the following information for each source.

- Source of funding
- Project period
- Annual amount of award
- Target population
- Brief description of intervention (2-3 sentences)

If applicant does not receive any other support for proposed service, indicate that this section is not applicable.