Fiscal Year 2018 Expanding Access to Quality Substance Use Disorder and Mental Health Services (SUD-MH) Supplemental Funding

Technical Assistance Webinar
June 22, 2018

Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)
SUD-MH@hrsa.gov

Technical assistance website:
https://bphc.hrsa.gov/programopportunities/fundingopportunities/sud-mh
Agenda

• SUD-MH Summary
• Proposal and Reporting Requirements
• Application Content
• Reminders and Resources
Bureau of Primary Health Care:

**Strategic Goals**

- **Increase Access to Primary Health Care**
- **Advance Health Center Quality and Impact**
- **Optimize Bureau of Primary Health Care Operations**

**Health Center Program Mission**
SUD-MH Purpose

To support implementation and advancement of evidence-based strategies to:

• Expand access to quality integrated **substance use disorder (SUD) prevention and treatment services**, including those addressing opioid use disorder (OUD) and other emerging SUD issues, to best meet the health needs of the population served by the health center; and/or

• Expand access to quality integrated **mental health services**, with a focus on conditions that increase risk for, or co-occur with SUD, including OUD.
Eligibility

- Organizations receiving Health Center Program (H80) operational grant funding at the time of the SUD-MH funding opportunity release are eligible to apply.

- Two email notifications sent to Authorizing Officials, Business Officials, and Project Directors:
  - **June 15**: SUD-MH instructions available
  - **June 19**: EHB application available

- If you cannot locate the June 19 email, contact 
  [SUD-MH@hrsa.gov](mailto:SUD-MH@hrsa.gov)
# Summary of Funding

$350 million in FY 2018 SUD-MH funding

<table>
<thead>
<tr>
<th>EXPANDED SERVICES FUNDING – Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base amount</td>
</tr>
<tr>
<td>Additional MAT amount (if eligible)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ONE-TIME FUNDING – Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time investments to support expanded services</td>
</tr>
</tbody>
</table>

Refer to the emails from HRSA for funding amounts calculated for your health center
Expanded Services: Base Funding

$100,000 to expand access to integrated SUD and/or mental health services through:

• Minimum 1.0 full-time equivalent (FTE) increase in personnel

• Increase in patients receiving SUD and/or mental health services

Hire providers and support staff

Contract with providers using telehealth
Expanded Services: Additional MAT Funding

$250 per medication-assisted treatment (MAT) patient reported in the 2017 Uniform Data System (UDS) to:

• Increase patients receiving MAT for OUD

Increase providers with DATA 2000 waiver

Patient training to increase self-management
One-Time Funding

$150,000 in one-time funding to support SUD and/or mental health service expansion through infrastructure investments

- May include equipment, supplies, minor alteration and renovation (A/R), and/or training

Modify exam rooms to increase access to pain management options

Create space to deliver confidential virtual care
SUD-MH PROPOSAL AND REPORTING REQUIREMENTS
Project Requirements

Required for all applicants:

• Add at least 1 FTE within 8 months of award (by April 30, 2019)

• Increase patients receiving SUD and/or mental health services by December 31, 2019

Required for MAT funding:

• Increase patients receiving MAT for OUD by December 31, 2019

HRSA may not award Year 2 SUD-MH funding if you fail to add at least 1.0 FTE personnel who will expand access to SUD and/or mental health services within 8 months of award.
Eligible Position Categories

- Mental Health (e.g., Licensed Clinical Social Workers)
- Substance Use Disorder (e.g., Addiction Specialist)
- Physicians
- NP, PA, and Certified Nurse Midwife
- Medical (e.g., Nurses)
- Pharmacy
- Enabling (e.g., Case Managers)
- Professional Services (e.g., Physical Therapist)
Eligible Personnel

Eligible position types are detailed on the sample **Staffing Impact Form** on the [SUD-MH technical assistance website](#)

These include, but are not limited to, providers and staff that can:

- Deliver or support SUD and/or mental health services
- Coordinate teams working on co-occurring SUD and mental health conditions
- Support comprehensive service delivery and care coordination to provide addiction treatment, including MAT
- Provide acute and chronic pain management services
Funding Restrictions

Ineligible Costs:

• Electronic Health Record (EHR) that is not ONC-certified

• New construction activities, including additions or expansions

• Major A/R exceeding $500,000 in total costs

• Installation of trailers and pre-fabricated modular units

• Facility or land purchases

SUD-MH funding must supplement, not supplant, other resources
Reporting Requirements

**Triannual Reporting**
- Progress reports covering 4 months
- Due in January, May, and September
- Used to track progress toward minimum 1.0 FTE requirement

**Annual Reporting**
- Budget Period Progress Report (BPR), starting with the FY 2020 BPR
- UDS reporting

**Additional Details:**
- Reporting Requirements section of the SUD-MH Instructions
- Post-award technical assistance
Important Dates

- **June 15, 2018**: SUD-MH funding opportunity announced
- **July 16, 2018**: Applications due in EHB by 5 pm ET
- **September 1, 2018**: Award start date
- **April 30, 2019**: Achieve minimum 1.0 FTE staffing increase
- **December 31, 2019**: Achieve projected patient increase
Applicant Question 1

Identify the correct statement(s) below (select all that apply)

A. You may propose to increase hours by 0.4 FTE for 3 existing part-time staff each who will support expanded access to mental health services

B. You must demonstrate an increase in personnel and SUD and/or mental health patients no later than December 31, 2019

C. You may use one-time funding to purchase sound dampeneners, supplemental lighting, and webcams to begin using telehealth

D. Personnel increases must be direct hire staff
Applicant Question 1: Answer

Correct Answers: A and C

• Option B is **not** correct because SUD-MH requires the addition of at least 1 FTE **within 8 months of award (by April 30, 2019)**, as well as an increase in the total number of patients receiving SUD and/or mental health services by December 31, 2019

• Option D is **not** correct because you may support direct hire and/or contracted personnel
APPLICATION CONTENT
## Completing Your Application

### Application Components

<table>
<thead>
<tr>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424A Basic Information and Budget Forms</td>
</tr>
<tr>
<td>Federal Object Class Categories Form</td>
</tr>
<tr>
<td>Budget Narrative</td>
</tr>
<tr>
<td>Project Overview Form</td>
</tr>
<tr>
<td>Staffing Impact Form</td>
</tr>
<tr>
<td>Patient Impact Form</td>
</tr>
<tr>
<td>Supplemental Information Form</td>
</tr>
<tr>
<td>Equipment Form (as applicable)</td>
</tr>
</tbody>
</table>
The following SF-424A fields are required for completion:

- **Project Period**
  - **Start Date**: September 1, 2018
  - **End Date**: August 31, 2020

- **Project Description/Abstract**: Upload a blank document or add optional logic model
  - Sample on the [SUD-MH technical assistance website](#)

Review and update prepopulated data on this form
1. Update Sub-Program, if needed (1)
   • Ensure currently funded sub-programs (e.g., CHC, MHC) are listed

2. Complete Section A: New or Revised Budget (2)
   • Enter your total federal request: base funding + additional MAT funding (if eligible) + one-time funding
   • Align with sub-program funding proportions in your email
   • Enter your total non-federal funding, if any

3. Complete Section C: Non-Federal Resources (if applicable)
Federal Object Cost Categories Form

Enter federal and non-federal costs by object class category for Year 1 and Year 2 separately

- Funding for the required 1.0 FTE must appear in the federal Personnel and/or Contractual columns

<table>
<thead>
<tr>
<th>Object Class Category</th>
<th>Year 1 Federal</th>
<th>Year 1 Non-Federal</th>
<th>Year 2 Federal</th>
<th>Year 2 Non-Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel</td>
<td>$90,000</td>
<td>$5,000</td>
<td>$90,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td>$10,000</td>
<td>$2,000</td>
<td>$10,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>c. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Equipment</td>
<td>$125,000</td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td>e. Supplies</td>
<td>$25,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Contractual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Total Direct Charges (sum of a-h)</td>
<td>$250,000</td>
<td>$7,000</td>
<td>$100,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>j. Indirect Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Total Budget Specified in Section A - Budget Summary (sum of i-j)</td>
<td>$250,000</td>
<td>$7,000</td>
<td>$100,000</td>
<td>$12,000</td>
</tr>
</tbody>
</table>
Budget Narrative Attachment

Provide a line-item budget narrative attachment for Year 1 and Year 2 separately, referring to:

- Sample Budget Narrative on the SUD-MH technical assistance website
- Appendix A of the SUD-MH Instructions

- Clearly link costs to the funding purpose
- Include federal and non-federal costs
- Align with other application budget components
- Provide detail for all contracts
# Project Overview Form

## Federal Funding Requested

<table>
<thead>
<tr>
<th>Federal Funding Request</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expanded Services Funding (Required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You must request expanded services funding to implement and/or advance evidence-based strategies to expand access to integrated SUD and/or mental health services, including additional MAT services, if applicable, for years 1 and 2.</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>One-Time Funding to Support Service Expansion (Optional)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You may also request one-time funding to support increased access to integrated SUD and/or mental health services, including additional MAT services, if applicable, in year 1. One-time funding is not available in year 2.</td>
<td>$150,000</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$250,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

This is the final confirmation of your federal funding request

Enter your Year 1 and Year 2 federal funding request for:

- Expanded services funding: base + MAT (if eligible)
- One-time funding (Year 1 only)
Identify the evidence based strategy(ies) SUD-MH funding will help you implement or advance

- Medication-Assisted Treatment (MAT)
- Collaborative Care Model
- Patient Centered Medical Home
- Medicaid Health Homes
- Four Quadrant Model
- Assertive Community Treatment (ACT)
- Integration of Mental Health, Substance Use, and Primary Care Services
- Improving Mood-Promoting Access to Collaborative Treatment (IMPACT)
- Screening, Brief Interventions, Referral to Treatment (SBIRT)
- Other (If selected, provide details in Project Narrative)
Responses must be no longer than 2,500 characters, counting spaces (approximately ¾ of a page):

1. Describe how proposed activities and purchases will help implement and/or advance each identified evidence-based integration strategy
   - Identify how they address the health center’s overarching SUD and/or mental health goals
   - If “Other” selected in the Evidence-Based Strategies section, identify the integration strategies here and briefly state the evidence base

2. Describe how you will achieve expanded access to quality integrated SUD and/or mental health services
   - Describe proposed personnel and one-time funding uses
   - If additional MAT funding is requested, specifically address expanded access to MAT for OUD
Staffing Impact Form

Enter expanded and/or new personnel that will support your SUD-MH project:

• Include separate projections for Year 1 and Year 2

• Include FTEs for direct hire staff and contracted personnel separately

• The Year 1 total on this form must demonstrate an increase in personnel by at least 1.0 FTE (direct hire total + contracted personnel total)

• See the eligible position types on the sample Staffing Impact Form on the SUD-MH technical assistance website
Patient Impact Form

You must propose to increase existing and/or new patients accessing SUD and/or mental health services by December 31, 2019

• **Existing patients:** currently seen by the health center and will newly access SUD and/or mental health services

• **New patients:** not currently seen by the health center that will start visiting the health center to access SUD and/or mental health services

If additional MAT funding is requested, you must also propose to increase patients receiving MAT for OUD by December 31, 2019

• Count both existing and new patients who will newly receive MAT for OUD as a result of SUD-MH funding
Patient Impact Form Continued

• Projections for New Unduplicated Total Patients will be added to your H80 grant patient target

• A sample Patient Impact calculation is available on the SUD-MH technical assistance website

<table>
<thead>
<tr>
<th>Existing Patient Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Total Unduplicated Existing Patients</strong></td>
</tr>
<tr>
<td>This projection counts each patient only once, even if some patients are expected to access both SUD and mental health services, and includes <strong>100 SUD-only existing patients + 125 mental health-only existing patients</strong></td>
</tr>
<tr>
<td><strong>225</strong></td>
</tr>
<tr>
<td><strong>2. Existing Patients by Service Type:</strong> In 2A and 2B below, count patients according to the services you expect them to access. If a patient will access both services, count them once for SUD and once for mental health.</td>
</tr>
<tr>
<td><strong>A. SUD Services Patients</strong></td>
</tr>
<tr>
<td>This projection includes <strong>100 SUD-only existing patients + 75 existing patients accessing both SUD and mental health services</strong></td>
</tr>
<tr>
<td><strong>175</strong></td>
</tr>
<tr>
<td><strong>B. Mental Health Services Patients</strong></td>
</tr>
<tr>
<td>This projection includes <strong>125 mental health-only existing patients + 75 existing patients accessing both SUD and mental health services</strong></td>
</tr>
<tr>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>
Supplemental Information Form

Telehealth:
- Indicate if telehealth will be used to expand services

Minor Alterations/Renovations:
- Indicate if you will use one-time funding for minor A/R costs
- Additional post-award review and approval by HRSA is necessary for minor A/R, which may take 6 to 9 months

Scope of Services:
- Review your Form 5A: Services Provided and indicate if a post-award Scope Adjustment or Change in Scope is necessary
- If yes, describe the changes required and a timeline for requesting them
Equipment List Form

- Required for applicants requesting one-time funding for **equipment costs** in year 1
- The total on this form must match the total equipment request on the Federal Object Cost Categories Form

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tangible personal property, including information technology systems</td>
<td>• Includes equipment items that cost less than $5,000</td>
</tr>
<tr>
<td>• Useful life exceeds one year</td>
<td>• <strong>Do not include Supplies on Equipment List form</strong></td>
</tr>
<tr>
<td>• Per-unit acquisition cost equals or exceeds $5,000</td>
<td></td>
</tr>
</tbody>
</table>
Applicant Question 2

True or false: Minor A/R plans may begin no earlier than the September 1, 2018 project start date

A. True
B. False
Applicant Question 2: Response

Correct answer: False

- You may not begin to implement your minor A/R plans until you receive HRSA approval, which may take 6 to 9 months post-award
- Develop contingencies to ensure delays in minor A/R approval do not impact your ability to meet staffing and patient projections on time
Application Submission

Applications due in EHB by

5 pm ET on July 16

Prior to application submission, confirm your organization’s SAM.gov registration is active.
Authorizing Official Role

- Only the Authorizing Official (AO) may submit the application
- If you are **not** the AO, a ‘Submit to AO’ button will display on the Submit page
- Leave adequate time for the AO to complete the submission process
Application Review

Reviewed for completeness, eligibility, and allowable costs

• HRSA may request budget and/or narrative revisions if the application includes ineligible costs or is not fully responsive to SUD-MH requirements

Awards will not be made if you have:

• Stopped receiving H80 grant funding

• 5 or more conditions related to Health Center Program requirement areas in the 60-day phase of Progressive Action

• 1 or more conditions related to Health Center Program requirement areas in the 30-day phase of Progressive Action
Key Reminders

✓ SUD-MH offers both ongoing and one-time funding to support service expansion
  • Proposed costs and activities must support personnel and patient increases
  • Contact us at SUD-MH@hrsa.gov with questions about allowable activities

✓ Apply in EHB by 5 pm ET on July 16
  • Submit in advance of the deadline to avoid system errors and delays in EHB

✓ Outline funding request details for both Year 1 and Year 2 separately and consistently
  • Exception: Only include Year 1 on the SF-424A Budget Information Form
## Technical Assistance Resources

<table>
<thead>
<tr>
<th>Assistance Needed</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance on Requirements and Application Components</td>
<td>SUD-MH Technical Assistance Website</td>
</tr>
<tr>
<td></td>
<td>Provides sample forms, responses to frequently asked questions, and other resources</td>
</tr>
<tr>
<td>Application Questions</td>
<td>SUD-MH Technical Assistance Team</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:SUD-MH@hrsa.gov">SUD-MH@hrsa.gov</a></td>
</tr>
<tr>
<td>Grants Regulation Questions</td>
<td>Mona D. Thompson</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mthompson@hrsa.gov">mthompson@hrsa.gov</a></td>
</tr>
<tr>
<td>Electronic Submission Issues</td>
<td>BPHC Helpline</td>
</tr>
<tr>
<td></td>
<td>1-877-974-BPHC (2742) (select option 3), or send an email through Web Request Form</td>
</tr>
</tbody>
</table>