



Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS) Supplemental Funding

Technical Assistance Webinar

AIMS technical assistance website:
<https://bphc.hrsa.gov/programopportunities/fundingopportunities/supplement>



Primary Care Mission and Strategies

Improving the health of the Nation's underserved communities and vulnerable populations by assuring access to comprehensive, culturally competent, quality primary health care services.



Increase access to primary health care services



Modernize primary care infrastructure and delivery system



Improve health outcomes and health equity



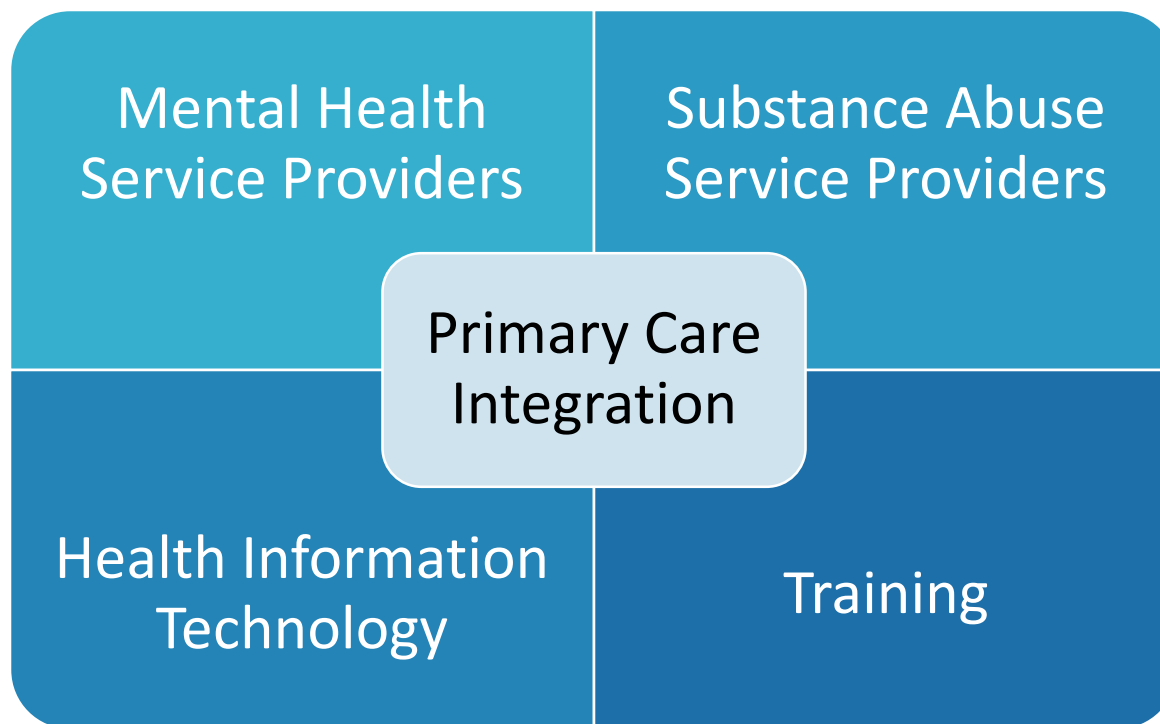
Promote performance-driven, innovative organizations

Increase Value of Health Center Program

AIMS OVERVIEW

Purpose

Expand access to mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse



Summary of Funding

\$195 million in FY 2017 AIMS funding

- \$100 million (up to \$75,000 per health center) in *ongoing* supplements to expand:
 - Mental Health Services (up to \$37,500)
 - Substance Abuse Services focusing on the treatment, prevention, and awareness of opioid abuse (up to \$37,500)
- \$95 million (up to \$75,000 per health center) for *one-time* supplements for investments in:
 - Health information technology (IT)
 - Training

Important Dates

- **June 26:** AIMS instructions and application resources available on the [AIMS technical assistance website](#)
- **June 30:** Applications available in the HRSA Electronic Handbooks (EHB)
- **July 26:** Applications due in EHB by 5:00 PM ET
- **September:** Awards released

Eligibility

- Organizations receiving Health Center Program operational (H80) funds at the time of the AIMS funding opportunity release are eligible to apply
- Two EHB email notifications for Authorizing Officials, Business Officials, Project Directors
 - June 26: AIMS instructions
 - June 30: Application availability in EHB
- If you cannot locate these emails, contact bphcsupplement@hrsa.gov

Ongoing Funding

- **Must be used to increase the hours of existing personnel and/or add new personnel to expand mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse**
 - Up to \$37,500 may be requested for each service expansion category
 - Funding requests must be equal for each service expansion category
- **Ongoing funding expected to become part of the continuing H80 grant award**
 - Dependent on recipient performance, appropriated funds, and federal funding decisions

One-Time Funding

- **May be used for health IT and/or training investments that support the following:**
 - Expansion of mental health services and substance abuse services
 - Integration of these services into primary care
- **Propose to use over 12 months**
 - September 1, 2017 to August 31, 2018
- **Activities initiated with one-time funding will not receive continuing support**

Participant Question 1

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

- A. Ongoing funding may be used to hire a licensed clinical social worker and a health educator
- B. You may request up to \$75,000 for ongoing funding
- C. One-time funding may be used to hire a new psychiatrist at 0.25 FTE
- D. One-time funding may be used to extend a mental health counselor's contract for 12 months
- E. All of the above

Answer for Participant Question 1

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

Correct Answers: **A and B**

- A. Ongoing funding may be used to hire a licensed social worker and a health educator
- B. You may request up to \$75,000 for ongoing funding
- C. One-time funding may be used to hire a new psychiatrist at 0.25 FTE
- D. One-time funding may be used to extend a mental health counselor's contract for 12 months
- E. All of the above

APPLICATION DEVELOPMENT

Required Activities

- **Increase personnel within 120 days of award**
 - Indicated on the Staffing Impact Form
- **Expand access to mental health services and substance abuse services within 120 days of award**
 - Directly or through contract/agreement for which the health center pays for the service (Form 5A Columns I and/or II)
 - AIMS funded service expansion is limited to: Mental Health, HCH Required Substance Abuse, Substance Abuse, Case Management, and/or Health Education
- **Increase existing or new patients by December 31, 2018**

Eligible Personnel

- Psychiatrist
- Licensed clinical psychologist
- Licensed clinical social worker
- Other mental health personnel (you must specify)
- Other licensed mental health provider (you must specify)
- Substance abuse provider
- Case manager
- Patient/community education specialist (health educator)
- Community health worker

See page 22 and Appendix A: Listing of Personnel in the [2016 UDS Manual](#) for more information and provider definitions

Example Ongoing Funding Activities

- **Example activities for mental health and substance abuse personnel**
 - Use an integrated approach to diagnosing and treating co-occurring mental health and substance use disorders
 - Implement evidence-based tools and other standards of care
 - Provide education programs to improve retention in treatment programs
 - Support patient engagement and self-management training
 - Enhance education to improve outcomes for conditions that co-occur with mental health and substance use disorders (e.g., diabetes mellitus, heart failure, hepatitis, HIV/AIDS)
- **Additional examples in the AIMS instructions**

Example One-Time Funding Activities

- **Example health IT and training investments**
 - Telehealth training and equipment purchases
 - Improve integration of prescription drug monitoring program data into electronic health records (EHR) and quality improvement activities
 - Increase access to medication-assisted treatment by training various providers including non-physician providers
 - Enhance cybersecurity training for providers and staff
- **Additional examples in the AIMS instructions**

Funding Restrictions

- **Ongoing** funding must be used to increase direct hire staff and/or contractor(s) who will support service expansion
 - Only personnel, fringe, and/or contractual costs permitted
- **One-time** funding must be used for health IT and/or training to support the expansion of mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse and their integration into primary care
- **Ineligible Costs:**
 - Purchase or upgrade of an EHR that is not ONC-certified
 - Fixed equipment costs, such as permanent signage or heating
 - Construction or minor alterations and renovation
 - Facility, land, or vehicle purchases
 - Funding may not supplant other existing resources

Participant Question 2

Which of the following are eligible uses of AIMS funding?

- A. Training on using new data aggregation tools
- B. Purchase videoconferencing equipment to expand telehealth services
- C. Hire a part-time substance abuse provider
- D. Purchase EHR system that is not ONC-certified
- E. Install fiber optics lines

Answer to Participant Question 2

Which of the following are eligible uses of AIMS funding?

Correct Answers: **A, B, and C**

- A. Training on using new data aggregation tools
- B. Purchase videoconferencing equipment to expand telehealth services
- C. Hire a part-time substance abuse provider
- D. Purchase EHR system that is not ONC-certified
- E. Install fiber optics lines

APPLICATION PROCESS AND CONTENT

Completing Your Application

AIMS Application Components

SF-424A Basic Information Form (Parts 1 and 2)

SF-424A Budget Information Form

Federal Budget Information Table Form

Federal Object Class Categories Form

Budget Narrative Attachment

Staffing Impact Form

Patient Data Form

Project Narrative Form

Equipment List Form (as applicable)

SF-424A Basic Information Form

Complete the fields marked as ***required for completion**

- **Project Period Start Date field:** 9/1/2017
- **Project Period End Date field:** 8/31/2018
- **Project Description/Abstract:** Upload a blank document

SF-424A Budget Information Form

*** Section A - Budget Summary** 2 

Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
Health Care for the Homeless	93.224	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Update Sub Program 1	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*** Section C - Non Federal Resources** 

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Health Care for the Homeless	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Go to Previous Page](#) [Save](#) [Save and Continue](#) 3

- **Complete Section A: New or Revised Budget (2)**
 - Enter federal and non-federal funding (if any) for the 12-month funding period starting 9/1/2017 for each current sub-program (i.e., CHC, MHC, HCH, and PHPC)
 - HRSA will provide maximum funding request values for each sub-program
 - Use the Update Sub-Program button (3) if necessary
- **Complete Section C: Non-Federal Resources if applicable**

Federal Budget Information Table Form: Federal Budget Information Section

- Request **ongoing** funding up to \$75,000 total
 - Up to \$37,500 each
 - Equal funding amounts for mental health service and substance abuse service expansion personnel
- Request **one-time** funding up to \$75,000, if desired

Federal Budget Information	
Use of Funds	Federal Funds Requested
<u>Ongoing Service Expansion Funding for Increasing Access</u>	
Mental Health Service Expansion Staff (Required)	\$37,500
Substance Abuse Service Expansion Staff (Required)	\$37,500
<u>One-Time Funding to Support Expanded Services</u>	
Health IT and/or Training Investments	\$75,000
TOTAL	\$150,00

Federal Budget Information Table Form: One-Time Funding Focus Areas Section

- Indicate the focus areas that one-time funding will address

One-Time Funding Focus Areas	
Focus Areas	Select All That Apply
Medication Assisted Treatment	
Telehealth	✓
Prescription Drug Monitoring Program	
Clinical Decision Support	✓
Electronic Health Record Interoperability	
Quality Improvement	
Cybersecurity	✓
Other Training (describe in the Response section of the Project Narrative)	
Other Health IT (describe in the Response section of the Project Narrative)	

Federal Budget Information Table Form: Scope of Services Section

- Review your current Form 5A: Services Provided
- Determine if a Scope Adjustment or Change in Scope request is necessary
 - Review guidance on the Scope of Project resource website (<https://bphc.hrsa.gov/programrequirements/scope.html>)
- If yes, describe the proposed changes and a timeline for requesting necessary Form 5A modifications
 - You must receive HRSA approval of Scope Adjustment or Change in Scope requests prior to implementation of services, which must occur within 120 days of award

Federal Object Class Categories Form

Total Proposed Budget		Amount	
Section 330 Federal funding (from Total Federal - New or Revised Budget on Section A – Budget Summary)		\$150,000	
Non-Federal funding (from Total Non-Federal - New or Revised Budget on Section A – Budget Summary)		\$15,000	
Total		\$165,000	
Budget Categories			
Object Class Category	Federal	Non-Federal	Total
a. Personnel	\$75,000	\$10,000	\$85,000
b. Fringe Benefits		\$5,000	\$5,000
c. Travel			
d. Equipment	\$72,000		\$72,000
e. Supplies	\$3,000		\$3,000
f. Contractual			
g. Construction	N/A	N/A	N/A
h. Other			
i. Total Direct Charges (sum of a-h)	\$150,000	\$15,000	\$165,000
j. Indirect Charges			
k. Total Budget Specified in Section A - Budget Summary (sum of i-j)	\$150,000	\$15,000	\$165,000

- Enter requests for federal and non-federal, if any, funding across budget categories
- Must align with Budget Narrative
- Covers 12 months of funding: 9/1/2017 through 8/31/2018

Budget Narrative 1/2

- **Provide a line-item budget narrative for 12-months of funding: 9/1/2017 through 8/31/2018**
- **Upload as an attachment**
- **Describe how each cost will contribute to meeting the AIMS purpose**
 - Include federal and non-federal costs (if any) that will support the AIMS project
- **Funding request amounts must align across all AIMS application forms**

Budget Narrative 2/2

- **If contractor FTEs are proposed, include:**
 - An explanation of how the FTE estimate was developed
 - Details about the contractual arrangement
- **Key resources**
 - Appendix B in the AIMS instructions
 - Sample Budget Narrative on the AIMS technical assistance website

Staffing Impact Form

- Enter expanded and/or new personnel that will support the AIMS project

Position	New <u>Direct Hire Staff</u> FTEs Proposed	New <u>Contractor</u> FTEs Proposed
Psychiatrists		
Licensed Clinical Psychologists		
Licensed Clinical Social Workers		.4
Other Mental Health Staff		
• Please Specify: <i>[open text box]</i>		
Other Licensed Mental Health Providers		
• Please Specify: <i>[open text box]</i>		
Substance Abuse Providers	.25	
Case Managers	.25	
Patient/Community Education Specialists (Health Educators)		
Community Health Workers		
TOTAL	0.5	0.4

Patient Impact Form 1/2

- Provide separate patient projections for existing and new patients
 - Existing patients are currently seen by the health center and will newly access mental health services and/or substance abuse services
 - New patients are not currently seen by the health center and will access mental health services and/or substance abuse services
- Project patients by 1) Unduplicated Total and 2) Service Type

1. **Unduplicated Total (Existing Patients): 250**
(calculated as 100 MH-only + 100 SA-only + 50 that will access both services)

2. **Patients by Service Type (Existing Patients):**

Mental Health Services

150

(calculated as 100 MH-only + 50 that will access both services)

Substance Abuse Services

150

(calculated as 100 SA-only + 50 that will access both services)

Patient Impact Form 2/2

- Projections are critical to demonstrate the impact of the planned service expansion
- Projections for New Unduplicated Total patients will be added to your H80 grant's patient target
 - Patient target resources are available at <https://bphc.hrsa.gov/programopportunities/fundingopportunities/sac/index.html>
 - If your project will focus on making mental health services and substance abuse services newly available for *existing* patients, then an increase in *new* patients is not required

Project Narrative Form

- Describe the need for mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse
- Describe the proposed direct hire staff and/or contractor(s)
 - Include how they will meet the identified needs through the use evidence-based strategies
- Provide a timeline with implementation steps and expected outcomes showing expanded access within 120 days of award
- If one-time funding is requested, describe your proposal and provide a timeline showing funds will be spent within 12 months of award

Responses to each question limited to approximately 3/4 page, 2,500 characters maximum, which includes spaces

Equipment List Form

- Enter costs for equipment if one-time funding will be used to support equipment purchases
- Total equipment costs may not exceed \$75,000
 - **Equipment**: Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000
 - **Supplies**: Equipment that does not meet the \$5,000 threshold should be considered Supplies

Participant Question 3

Given what we've discussed for the Budget Narrative, identify the correct statement(s) below (select all that apply)

- A. You may request up to \$75,000 for substance abuse service expansion
- B. You may request \$5,200 for 8 tablets (\$650 each) for Supplies
- C. Budget line items and costs on the Budget Narrative and Federal Object Class Categories form must align
- D. You may request \$50,000 for mental health service expansion and \$25,000 for substance abuse service expansion

Answer to Participant Question 3

Given what we've discussed for the Budget Narrative, identify the correct statement(s) below (select all that apply)

Correct Answers: **B and C**

- A. You may request up to \$75,000 for substance abuse service expansion
- B. You may request \$5,200 for 8 tablets (\$650 each) for Supplies**
- C. Budget line items and costs on the Budget Narrative and Federal Object Class Categories form must align**
- D. You may request \$50,000 for mental health service expansion and \$25,000 for substance abuse service expansion

REMINDERS AND RESOURCES

Timelines for AIMS Requirements

- AIMS-supported expanded services, including those to be added to or modified on Form 5A, must be implemented within 120 days of award
- Patient projections must be met by December 31, 2018
- Budget information included in the application should cover a 12-month period (9/1/2017 to 8/31/2018)
 - **Ongoing** funding will continue beyond the first 12-month period (roll into base award)
 - **One-time** funding is for 12 months (9/1/2017 to 8/31/2018)

Application Submission

- EHB application module opens June 30, 2017
- Applications must be completed electronically and submitted in EHB **by 5:00 PM ET on July 26, 2017**
- Only the Authorizing Official (AO) may submit the application
- If you are not the AO then a “Submit to AO” button will display on the Submit page
 - Leave adequate time for the AO to complete the submission process

Application Review

- **HRSA reviews for completeness, eligibility, and eligible costs**
- **HRSA may request budget and/or narrative revisions if:**
 - Ineligible costs proposed
 - The application is not fully responsive to AIMS requirements
- **Awards will not be made if a health center has:**
 - 5 or more 60-day progressive action conditions
 - 1 or more 30-day progressive action conditions
 - 1 or more progressive action conditions in default status (i.e., not adequately addressed in the 30-day phase of progressive action)

Award Information

- Awards anticipated to be announced in September 2017
- Active SAM.gov registration is required at time of award
- Scope Adjustment and Change in Scope requests must be submitted in time for approval and implementation of the new service(s) within 120 days of the award
- Progress on achieving the proposed AIMS outcomes will be reported in future Budget Period Progress Report (BPR) submissions and demonstrated in UDS reports

AIMS Technical Assistance Website

<https://bphc.hrsa.gov/programopportunities/fundingopportunities/supplement>

- AIMS instructions
- Sample budget narrative and forms
- Technical assistance webinar presentation slides and recording
- Frequently Asked Questions
- EHB User Guide for Applicants

Technical Assistance Contacts

Assistance Needed	Contact
Technical Assistance Resources	AIMS technical assistance website https://bphc.hrsa.gov/programopportunities/fundingopportunities/supplement
Application questions	AIMS technical assistance team bphcsupplement@hrsa.gov
Budget or other fiscal questions	Mona D. Thompson mthompson@hrsa.gov
Electronic submission issues	BPHC Helpline 1-877-974-BPHC (2742) Send email through Web Request Form