



**FY 2019 Integrated Behavioral Health Services (IBHS)
Example Project Plan Form**

The IBHS application requires a project plan that clearly and succinctly depicts how activities will achieve the IBHS purpose and meet the proposal requirements. In the following example, objectives 1 and 3 are the required objectives that correspond to the proposal requirements. For instructions on submitting your Project Plan Form in EHBs, see the IBHS Instructions and the EHBs User Guide available on the [IBHS Technical Assistance Web Page](#). Your IBHS project should include strategies selected to most effectively and efficiently respond to the unmet needs of your service area.

Objectives <i>List specific, measurable, achievable, and timely objectives. Minimum 2; 1 for each proposal requirement.¹</i>	Activities <i>List the action steps that you will take to achieve each objective.</i>	Outputs <i>List the main accomplishments to be produced by each activity, including key and final progress milestones. Provide a target date to accomplish each output.</i>
<p>[Example] 1. Add 1.0 full-time equivalent (FTE) behavioral health personnel by April 30, 2020.</p>	<p>[Example] Work with recruiter to promote the available positions based on unique health center needs and opportunities. Prepare onboarding team to integrate new hires. Recruit and hire 0.25 FTE contracted psychiatrist to deliver services to patients with coexisting substance use disorder (SUD) and mental health conditions. Recruit and hire 0.75 FTE direct hire licensed clinical social worker who</p>	<p>[Example] October 15, 2019: Licensed clinical social worker identified, possibly hired. November 15, 2019: Licensed clinical social worker hired. February 1, 2020: Psychiatrist hired.</p>

¹ Proposal requirements are you must 1) add at least 0.5 FTE behavioral health personnel by April 30, 2020; and 2) increase the number of new and/or existing patients receiving SUD and/or mental health services by December 31, 2020.

	will provide counseling and care management services to patients receiving SUD services.	
<p>[Example]</p> <p>2. Improve quality of integrated behavioral health services.</p>	<p>[Example]</p> <p>Contract with medication-assisted treatment (MAT) consultant to enhance existing personnel’s ability to effectively use MAT for opioid use disorder.</p> <p>Using some of the existing annual education budget, provide training on integrated behavioral health services to existing personnel.</p> <p>Purchase, install, and train personnel to use care management software which will be used to support integration of the expanded mental health and substance use disorder services.</p> <p>Contract with a facilitator who will guide the use of patient journey mapping to improve initiation and retention in care, security, and patient experience of and engagement in integrated behavioral health services.</p> <p>Redesign workflows to increase integrated behavioral health team’s efficiency.</p> <p>Align roles of existing and new personnel to address gaps in the teams delivering integrated behavioral health services after the addition of IBHS-supported personnel, including identifying training to advance skills as needed.</p> <p>Allocate some of the existing quality improvement budget to collect and analyze data describing the impact of the IBHS project.</p>	<p>[Example]</p> <p>October 31, 2019: Contracted work by MAT consultant begins.</p> <p>December 31, 2019: Care management software installed and existing personnel training complete.</p> <p>February 1, 2020: Begin implementing changes in administrative and clinical workflows based on patient journey mapping.</p> <p>June 1, 2020: Initial alignment of existing and new personnel roles complete and needed training underway.</p> <p>August 31, 2020: IBHS project data analyzed and enhancements to integrated behavioral health quality improvement plan defined.</p>
<p>[Example]</p> <p>3. Newly provide SUD and</p>	<p>[Example]</p> <p>Provide high quality and efficient integrated behavioral health services to</p>	<p>[Example]</p> <p>December 1, 2020: Licensed</p>

<p>mental health services to at least 300 existing patients by December 31, 2020.</p>	<p>existing patients through integrated behavioral health care team's increased capacity.</p> <p>Inform potential patients and other clinical providers in the service area of expanded and enhanced integrated behavioral health services using existing communication vehicles.</p> <p>Provide high quality and efficient integrated behavioral health services to existing patients through integrated behavioral health care team's increased capacity.</p>	<p>clinical social worker delivering patient services.</p> <p>April 1, 2020: Psychiatrist delivering patient services.</p> <p>December 31, 2020: Have newly provided SUD and mental health services to at least 300 existing patients.</p> <p>December 31, 2020: Have newly provided SUD and mental health services to at least 45 new patients.</p>
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