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

HRSA
Health Center Program

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 SUMMARY

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

Summary of Funding

$350 million in FY 2018 SUD-MH funding	
EXPANDED SERVICES FUNDING – Required	
Base amount	$100,000
Additional MAT amount (if eligible)	$250 per MAT patient reported in 2017 UDS
ONE-TIME FUNDING – Optional	
One-time investments to support expanded services	$150,000

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

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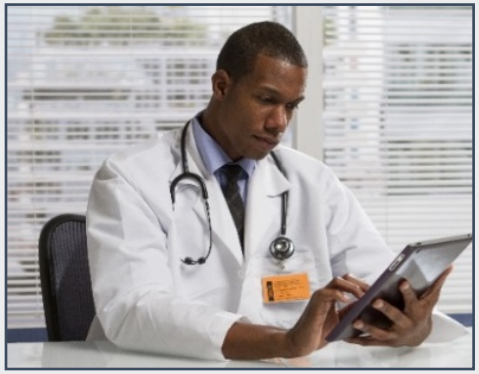
One-Time Funding

$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

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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

Physicians (e.g., Addiction Specialist)

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 dampeners, 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

- SF-424A Basic Information and Budget Forms
- Federal Object Class Categories Form
- Budget Narrative
- Project Overview Form
- Staffing Impact Form
- Patient Impact Form
- Supplemental Information Form
- Equipment Form (as applicable)

SF-424A Basic Information Form

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

SF-424A Budget Information Form

* Section A - Budget Summary							Update (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							Update
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	

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

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

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

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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

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Project Overview Form

Federal Funding Requested

Federal Funding Request	Year 1	Year 2
Expanded Services Funding (Required)		
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.	$100,000	$100,000
One-Time Funding to Support Service Expansion (Optional)		
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.	$150,000	N/A
TOTAL	$250,000	$100,000

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)

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Project Overview Form

Evidence-Based Strategies

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)

Project Overview Form

Project Narrative Section

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

Existing Patient Impact	
1. Total Unduplicated Existing Patients This projection counts each patient only once, even if some patients are expected to access both SUD and mental health services, and includes **100** SUD-only existing patients **+ 125** mental health-only existing patients	**225**
2. Existing Patients by Service Type: 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.	
A. SUD Services Patients This projection includes **100** SUD-only existing patients **+ 75** existing patients accessing both SUD and mental health services	**175**
B. Mental Health Services Patients This projection includes **125** mental health-only existing patients **+ 75** existing patients accessing both SUD and mental health services	**200**

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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 the this form must match total equipment request on the Federal Object Cost Categories Form

Equipment	Supplies
• Tangible personal property, including information technology systems • Useful life exceeds one year • Per-unit acquisition cost equals or exceeds $5,000	• Includes equipment items that cost less than $5,000 • **Do not include Supplies on Equipment List form**

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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

REMINDERS AND RESOURCES

Application Submission

Applications due in EHB by

5 pm ET on July 16

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Prior to application submission, confirm your organization's SAM.gov registration is active

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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

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Technical Assistance Resources

Assistance Needed	Contact
Guidance on Requirements and Application Components	**SUD-MH Technical Assistance Website** Provides sample forms, responses to frequently asked questions, and other resources
Application Questions	**SUD-MH Technical Assistance Team** SUD-MH@hrsa.gov
Grants Regulation Questions	**Mona D. Thompson** mthompson@hrsa.gov
Electronic Submission Issues	**BPHC Helpline** 1-877-974-BPHC (2742) (select option 3), or send an email through Web Request Form

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