



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2309

January 23, 2007

DMH INFORMATION NOTICE NO.: 07-02

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: IMPLEMENTATION PROGRESS REPORT FOR THE INITIAL
THREE-YEAR PROGRAM AND PLAN FOR COMMUNITY
SERVICES AND SUPPORTS (CSS)

REFERENCE WELFARE AND INSTITUTIONS CODE 5847(a),(b),(c) AND (d)

The purpose of this Department of Mental Health (DMH) Information Notice is to transmit instructions for completing the Implementation Progress Report for the Initial Community Services and Supports (CSS) Three-Year Program and Expenditure Plan. This Implementation Progress Report is being requested of each County¹ that received approval prior to September 1, 2006, for their Initial CSS Three-Year Program and Expenditure Plan. The Implementation Progress Report is a one-time request and it will cover the program period beginning with the effective date of the approved plan through December 31, 2006. The submission date for the Implementation Progress Report is June 29, 2007.

I. Purpose of the Implementation Progress Report

The purpose of the Implementation Progress Report on the Initial CSS Three-Year Program and Expenditure Plan is to provide the participating Counties with an opportunity to:

- Provide a briefing on the implementation of their Initial CSS Three-Year Program and Expenditure Plan;
- Highlight their early successes and challenges in implementing the Initial CSS Three-Year Program and Expenditure Plan; and
- Identify barriers and other issues needing further policy development and technical assistance.

¹ "County" means the County Mental Health Programs, two counties acting jointly, and/or city-operated programs receiving funding pursuant to Welfare and Institutions Code Section 5701.5" (California Code of Regulations, Section 3200.090).

II. Guidelines for the Implementation Progress Report

- A. Only those Counties that received approval for their Initial CSS Three-Year Program and Expenditure Plan prior to September 1, 2006, are to complete and submit an Implementation Progress Report.
- B. The Implementation Progress Report covers only the period from the date of approval of the Initial CSS Three-Year Program and Expenditure Plan through December 31, 2006.
- C. The submission date for the Implementation Progress Report is June 29, 2007.
- D. The Implementation Progress Report will contain the following elements:
 1. Program/Services Implementation
 - a) The County is to briefly report by each service category (i.e., Full Service Partnerships, General System Development and Outreach and Engagement) on how the implementation of the approved programs/services is proceeding. The suggested length for the response to this section is two to three pages per each service category. Small counties may combine service categories and provide a comprehensive update in two to three pages.
 - (i) Report on whether the implementation activities are generally proceeding as described in the county approved plan and subsequently adopted in the MHSA Performance Contract. If not, please identify the key differences.
 - (ii) Describe the major implementation challenges that the County has encountered.
 - b) Highlight the County's key transformational activity/activities in any of the five essential elements:
 - community collaboration
 - cultural competence
 - client/family driven mental health system
 - wellness/recovery/resiliency focus
 - integrated services for clients and families
 - c) For the Full Service Partnership category only: If the County has not implemented the SB 163 Wraparound (Welfare and Institutions Code, Section 18250) and has agreed to work with their county department of social services and the California Department of Social Services toward the implementation of the SB 163 Wraparound, please describe the progress that has been made, identify any barriers encountered, and outline the next steps anticipated.

- d) For the General System Development category only: Describe how the implementation of the General System Development programs has strengthened the County's overall public mental health services system. If implementation has not yet occurred or is an early stage of development, simply indicate that this is the situation and no other response is needed.
- e) If applicable, provide an update on any progress made towards addressing any conditions that may have been specified in your DMH approval letter.

2. Efforts to Address Disparities

The suggested response length for this section is two pages (or one page for small counties).

- a) Describe your County's current efforts/strategies to address disparities in access and quality of care among the underserved populations targeted in your Plan. In your description, please highlight your successes and address any barriers or challenges that you have encountered.
- b) Describe your County's outreach efforts and the progress made to date to involve the underserved populations that are specifically targeted in your Plan. Please be specific in identifying the strategies and approaches employed.
- c) Describe the steps you used towards providing equal opportunities for employment of individuals from underrepresented racial/ethnic and/or cultural communities.
- d) Indicate the number of Native American organizations or tribal communities that have been funded to provide services under the MHSA.
- e) List any policy or system improvements specific to reducing disparities, such as the inclusion of language/cultural competency criteria to procurement documents and/or contracts.

3. Stakeholder Involvement

Provide a summary description of the involvement of clients, family members, and stakeholders² including those who are racially/ethnically, linguistically and culturally diverse and from other underserved or unserved communities, in the ongoing planning and implementation of the Initial CSS Three-Year Program and Expenditure Plan. The suggested response length for this section is two pages (or one page for small counties).

² "Stakeholders' means individuals or entities with an interest in mental health services in the State of California, including, but not limited to: individuals with severe mental illness/disorders and/or their families; providers of mental health and/or related services such as physical health care and/or social services; educators and/or representatives of law enforcement; and any other organization that represent the interest of people with mental illness/disorder and/or their families" (California Code of Regulations, Section 3200.270).

4. Public Review and Hearing

Provide a brief description of how the County circulated this Implementation Progress Report for a 30-day public comment and review period including the public hearing. The statute requires that the update be circulated to stakeholders and anyone who has requested a copy. The suggested response length for this section is two pages (or one page for small counties). This section should include the following information:

- a) The dates of the 30-day stakeholder review and comment period, including the date of the public hearing conducted by the local mental health board or commission. (The public hearing may be held at a regularly scheduled meeting of the local mental health board or commission.)
- b) The methods that the County used to circulate this progress report and the notification of the public comment period and the public hearing to stakeholder representatives and any other interested parties.
- c) A summary and analysis of any substantive recommendations or revisions.

5. Technical Assistance and Other Support

As a means for guiding the state level efforts to provide technical assistance to the Counties, the following information is requested:

- a) Identify the technical assistance needs in your County for supporting its continued implementation of the Initial CSS Three-Year Program and Expenditure Plan.
- b) Identify if there are any issues that need further policy development or program clarification.

III. Submission Format

The Implementation Progress Report should be submitted in hard copy (two copies) and on a CD (preferably in Microsoft Word). Counties are to submit their completed Implementation Progress Report to DMH on or before June 29, 2007. The report should be sent to the attention of the assigned County Operations Liaison at the following address:

Systems of Care Division
California Department of Mental Health
1600 9th Street, Room 130
Sacramento, CA 95814

If you have questions, please contact your County Operations Liaison (Enclosure 1).

I would like to thank you in advance for completing the Implementation Progress Reports. We anticipate that the information that we collectively receive will greatly assist DMH and the Oversight and Accountability Commission by increasing our understanding of the successes and the challenges that you are facing in implementing the Initial CSS Three-Year Program and Expenditure Plan.

Sincerely,

Original signed by:

STEPHEN W. MAYBERG, Ph.D.
Director