



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

April 20, 2007

DMH INFORMATION NOTICE NO.: 07-06

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

**SUBJECT:** COUNTY FUNDING REQUEST FOR MENTAL HEALTH  
SERVICES ACT (MHSA) WORKFORCE EDUCATION AND  
TRAINING PLANNING AND EARLY IMPLEMENTATION  
FUNDING

**REFERENCE:** IMPLEMENTATION OF THE MHSA, WELFARE AND  
INSTITUTIONS CODE (WIC) SECTIONS 5820, 5821, 5822

### **Introduction**

The purpose of this Department of Mental Health (DMH) Information Notice is to provide information for county mental health programs<sup>1</sup> on the Request for Funding process to receive funding for planning and early implementation activities under the MHSA Workforce Education and Training component. The activities initiated under this Request for Funding process are consistent with upcoming regulations and the activities described in the proposed guidelines for the Workforce Education and Training Component of the Three-Year Program and Expenditure Plan. This DMH Information Notice applies only to the Workforce Education and Training component.

The process described in this document will help county mental health programs to begin planning and early implementation activities prior to approval of the MHSA Workforce Education and Training component of their Three-Year Program and Expenditure Plan. All activities initiated and funding allocated as a result of this DMH Information Notice will be included as part of a county's subsequent Three-Year Program and Expenditure Plan for the MHSA Workforce Education and Training component.

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<sup>1</sup> "County" refers to 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).

## **Background**

Consistent with the sequential phasing for each of the MHSA components, the next scheduled implementation is for the Workforce Education and Training component.

The Community Program Planning process, while initially focused on how best to utilize funds for the MHSA Community Services and Supports (CSS) component, yielded information relative to the broader infrastructure needs that must be addressed in meeting the mental health needs of clients and families in communities throughout California. The resulting county mental health program Three-Year Program and Expenditure Plan Guidelines for CSS each included an assessment of their current service system capacity and workforce to serve the proposed number of clients and families under the MHSA. As a result, county mental health programs are developing a sense of their current and future workforce needs.

At the same time, significant work has been completed, or is nearing completion, for implementation of the Workforce Education and Training component. The MHSA required draft Five-Year Strategic Plan for Workforce Education and Training was completed in September 2006. Planning is also underway to conduct a comprehensive workforce assessment of the entirety of California's workforce needs relative to the public mental health system. Finally, information will soon be issued to counties for the development and submission of the MHSA Workforce Education and Training component of their Three-Year Program and Expenditure Plan.

In anticipation of the MHSA Workforce Education and Training component coming on line, county mental health programs will need to dedicate staff and resources for planning, and to identify opportunities to begin activities which will position them for faster implementation and earlier achievement of intended outcomes. As with other activities under the MHSA, there can be a significant "lead time" between starting up a program or activity and realizing the actual benefits, or return on investment. This is particularly the case in some areas within the Workforce Education and Training component.

## **Request for Funding**

A county mental health program choosing to begin planning and early implementation can submit a form entitled Request for Funding for Planning and Early Implementation Activities Under the Workforce Education and Training Component (Request for Funding). This form is included as Enclosure 1.

The content is based upon the proposed guidelines for the Workforce Education and Training Component of the Three-Year Program and Expenditure Plan, dated February 16, 2007. The Request for Funding consists of a form which enables identification of: a) the purpose(s) for which funds are requested that are consistent with the primary funding categories identified in the proposed guidelines for the Workforce Education and Training Component of the Three-Year Program and Expenditure Plan, and b) estimated funding amounts requested for each allowable program activity.

It is the responsibility of the county mental health program submitting a Request for Funding to ensure that program activities are clearly consistent with the applicable requirements of the MHSA and regulations. Allowable program activities and expenditures include only those that will be allowed under the proposed guidelines for the Workforce Education and Training Component of the Three-Year Program and Expenditure Plan.

Each county mental health program submitting a Request for Funding is to subsequently include the proposed activities and requested funding within the submission of the Workforce Education and Training component of their Three-Year Program and Expenditure Plan.

Counties may submit this Request for Funding at any time before submission of their initial Workforce Education and Training component of their Three-Year Program and Expenditure Plan. They may request funding up to the amount listed as available planning and early implementation funding for their county in Enclosure 2-B.

For any workforce education and training planning activities, counties can utilize, in combination with this Request for Funding, any unexpended funds that have been approved under the CSS component consistent with DMH Letter No. 06-13 – Allowable Use of Community Services and Supports Funding for Enhancement of Local Infrastructure.

County mental health programs are required to follow all applicable MHSA reporting requirements with regard to program(s), activities and expenditures established under an approved Request for Funding. These requirements are addressed in the DMH/County MHSA performance contract and regulations.

Based on the funding level for the Workforce Education and Training component, DMH has established a total funding level of \$100 million through June 2009 for local workforce education and training activities. Of this total, \$15 million has been allocated for planning and early implementation. Enclosure 2-A provides explanatory information on planning estimates<sup>2</sup>, and Enclosure 2-B provides a table listing county specific planning estimates.

### **County Plan Submission**

An original and seven (7) copies of the completed Request for Funding as delineated in Enclosure 1 should be submitted to:

**California Department of Mental Health  
MHSA Workforce Education and Training Request for Funding  
Workforce Education and Training Unit  
1600 9<sup>th</sup> Street, Room 250  
Sacramento, CA 95814**

### **Request Review and Approval Process**

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<sup>2</sup> Planning Estimates represent the maximum amount of MHSA funding that the county can request.

The DMH will review Requests for Funding to ensure compliance with instructions and funding limitations. This review and approval process is expected to take up to thirty days. Counties are encouraged to refer to the proposed guidelines for the Workforce Education and Training Component of the Three-Year Program and Expenditure Plan as a reference.

Upon approval of the Request for Funding, DMH will notify the county in writing of the approval through a Letter of Intent, and initiate an amendment to the county's performance contract, or will initiate an MHSAs performance contract if one does not exist.

### **Issuance of Payments**

Funding will be distributed to county mental health programs through the MHSAs performance contract. Counties may request and receive approval for funding prior to approval of their Three-Year Program and Expenditure Plan. However, funding distribution will be through the MHSAs performance contract mechanism. A county in bankruptcy proceedings is not eligible to receive early planning and implementation funding.

For further information, clarification or questions about this Information Notice please contact Warren Hayes at 916-651-0461, or [Warren.Hayes@dmh.ca.gov](mailto:Warren.Hayes@dmh.ca.gov).

Sincerely,

Original signed by:

STEPHEN W. MAYBERG, Ph.D.  
Director

Enclosures

cc: California Mental Health Planning Council  
California Mental Health Director's Association  
Elaine Bush, Chief Deputy Director  
Carol Hood, Deputy Director, On Special Project, MHSAs  
Michael Borunda, Acting Deputy Director, Systems of Care  
Marjorie Glaviano, Chief, County Support Branch  
John Lessley, Chief, County Operations South  
Rebecca Kirby, Chief, County Operations North  
Warren Hayes, Chief, MHSAs Workforce Education and Training