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Mental Health Services Act:
2016 Innovation Funding and Application Information

Funds are available to improve mental health services and supports in Napa County

This information sheet lists the documents you will need to understand and apply for these funds. If you would like hard copies of the documents, please contact:

Felix Bedolla, MHSA Project Manager: 707.299.1759, Felix.Bedolla@countyofnapa.org
Rocío Canchola, Staff Services Analyst II: 707.299.2119, Rocio.Canchola@countyofnapa.org

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Key Information:

- ☑ If you have questions or need technical assistance, your request (to Felix or Rocio) will be accepted until **WEDNESDAY, NOVEMBER 16 at 5pm**.
- ☑ If you decide to apply, the Completed Innovation Plan is **due on WEDNESDAY, NOVEMBER 30th at 12noon** at the Mental Health Division Administration Office (2751 Napa Valley Corporate Drive, Building A, Napa CA 94558). Mailed applications that are postmarked by Monday, November 28 will also be accepted.

Document List and Description
(Electronic versions can be found at http://tinyurl.com/jh6wvu4):

1. **Cover Sheet:** This document. A description of the documents that should be reviewed prior to developing an Innovation Plan.
2. **Mental Health Services Act: Innovation Component, Overview of Guidelines and Planning Process:** This document covers basic information about the funding.
3. **Frequently Asked Questions:** Any question received by the staff (Felix and Rocio) that is not covered in the documents will be added to this document. Please check MHSA Components **or** http://tinyurl.com/jh6wvu4 weekly for updates.
4. **Tasks and Timeline:** A more detailed description of the funding process that includes a timeline.
5. **Data Resources:** A list of where to find data and information about the needs of Napa County residents. This list may be useful for applicants as they prepare to answer questions 2, 3 and 6 on the Innovation Plan Template. Additional resources may be added as the staff becomes aware of them. Please check the website periodically for updates.
6. **Innovation Plan Template:** This document includes the questions that need to be addressed for the innovation plan to be reviewed and scored.
7. **Scoring Criteria:** An explanation of the points that are assigned to the questions in the Innovation Plan Template.
8. **Questions and Technical Assistance:** Contact information for questions and/or technical assistance.

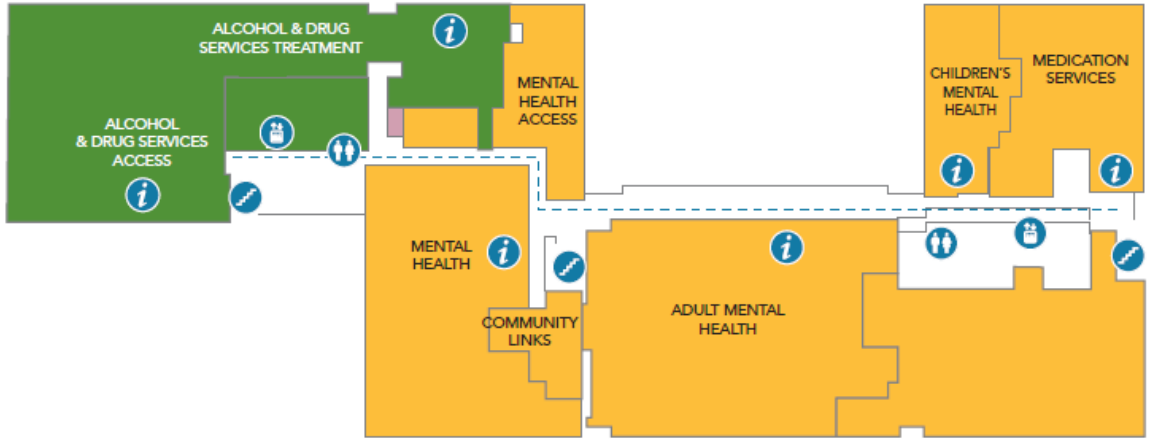
A Tradition of Stewardship
A Commitment to Service

Dropping off Innovations Proposal Materials
Due no later than **November 30th at 12pm**.

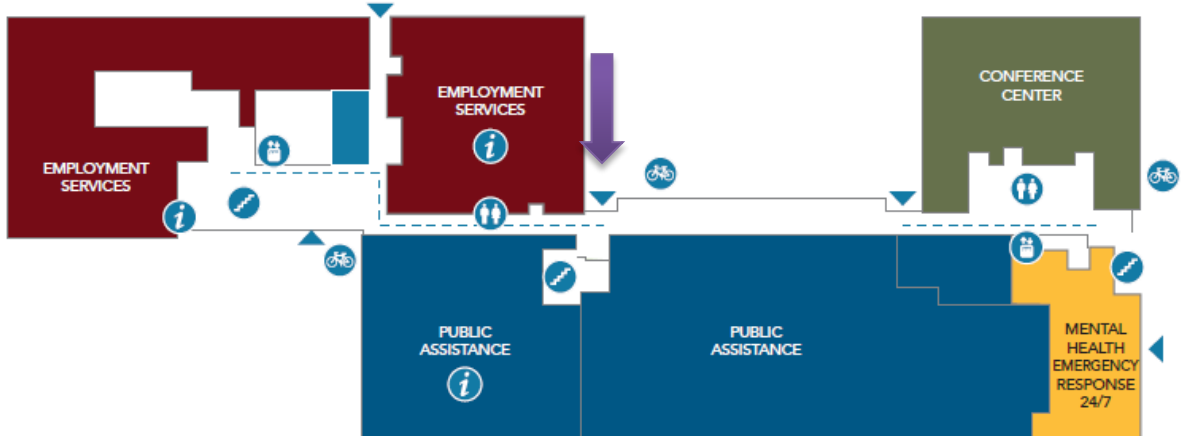
Napa County Health and Human Services

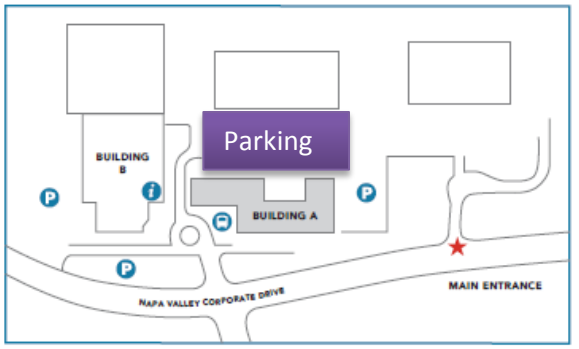
2751 Napa Valley Corporate Drive, Bldg A., Napa, CA. 94558

BUILDING A - LEVEL 2



BUILDING A - LEVEL 1





Closest Entrance to Mental Health Division

Park in the Parking lot by Building A. Enter the building through the public entrance marked by ▼ and head up the stairs directly in front of the entrance or turn right and walk down the hallway to find the closest elevator.

Once you get to the 2nd floor, follow the signs for Mental Health Services. Mental Health Administration is located directly next to the Mental Health Access waiting area.

★ MAIN ENTRANCE
▲ PUBLIC ENTRANCE
– – PUBLIC ACCESS

Mental Health Services Act: Innovation Component

1

Overview of Guidelines and Planning Process

September 2016

Presentation Outline

- WHAT
  - Overview of Mental Health Services Act Innovations
- WHY
  - Purpose
- WHO/WHEN
  - Stakeholders
  - Unserved/Underserved Groups
- NEXT STEPS
  - Process

2

Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

WHAT IS MHSA INNOVATION?

Overview

3

OVERVIEW

- "Innovation projects are **novel**, **creative** and/or **ingenious** practices/approaches that ***contribute to learning*** and that are developed within communities through a process that is inclusive and representative, especially of unserved, underserved and inappropriately served individuals." (See page 3 of MHSA Innovation guidelines)

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Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

Innovation Project Requirements

- **Introduces a mental health practice or approach that is new to the overall mental health system,** including, but not limited to, prevention and early intervention, or,
- **Makes a change to an existing practice in the field of mental health,** including by not limited to, application to a different population, or,
- **Applies to the mental health system a promising community-driven practice or approach** that has been successful in non-mental health contexts or settings**.**

5

Innovation Project Requirements

A mental health practice or approach
that has already demonstrated its effectiveness
is **NOT**
eligible for funding as
an Innovative Project

"Merely addressing an unmet need is not sufficient to receive funding under this component. By their very nature not all Innovation projects will be successful." (See page 6 of MHSA Innovation guidelines)

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Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

WHY FUND MHSA INNOVATION?

Purpose

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PURPOSE

- **Increase access** to mental health services to **unserved groups**
- **Increase the quality** of mental health services, including measurable outcomes
- **Promote interagency and community collaboration** related to mental health services, supports or outcomes
- **Increase access** to mental health services

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Planning for MHSA Innovation

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Stakeholders

Unserved/Underserved Populations

Stakeholders

- Demonstrates **engagement of the leadership and representatives of the community** potentially affected by the proposed Innovation project
- Culturally and linguistically competent outreach and accessibility that results in the **inclusion of diverse stakeholders**:
  - Current and potential clients, their families and caregivers
  - People who are unserved and underserved by the mental health system and service providers or other representatives of unserved communities

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Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

Unserved and Underserved Populations

- Conducts a fair, inclusive, respectful and effective process to facilitate community input from **unserved, underserved and inappropriately served** individuals of diverse backgrounds:
  - Race
  - Ethnicity
  - Language
  - Age
  - Tribal Affiliations
  - Lesbian/Gay/Bisexual
  - Transgendered
  - Veterans

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Next Steps

12

MHSA Innovation Planning

- **Process**

Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

Changes to Innovation Planning

- Funding Timeline
  - All funds need to be spent by June 2019.
  - Emphasis on ability to implement and evaluate in 18 months.
- Oversight of the Innovation funds
  - Mental Health Services Oversight and Accountability Commission (MHSOAC) developed template to use
  - Focus on continuing services and using learning
- Stakeholder Input
  - Transparency
  - Clear plan to use learning

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Planning Process

- Outreach to Community Groups about MHSA INN process (September and October 2016)
- Provide Technical Assistance as requested (October and November 2016)
- Innovation Plans Submitted (November 2016)
- Score submitted Innovation Plans (December 2016 and January 2017
- Develop Innovation Component Workplan (January and February 2017)
- Seek Public Review and Comment on Innovation Component Plan (March and April 2017)
- Innovation Component Plan is submitted for local and state approval (April to September 2017)
- Contracts Begin (January 2018)

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Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

Funding Available

- $1 million is available for Round 2 Innovation Projects in Napa County.

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Questions

- For further information about the Napa County MHSA Innovation planning process contact:
  - Felix Bedolla, MHSA Project Manager
    - 707.299.1759
    - Felix.Bedolla@countyofnapa.org
  - Rocio Canchola, Staff Services Analyst II
    - 707.299.2119
    - Rocio.Canchola@countyofnapa.org
- All documents related to the planning process can be found here: **http://tinyurl.com/jh6wvu4**

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Document Two of Eight:
For More Information see:
http://tinyurl.com/jh6wvu4

MHSA Innovation Round 2 Planning: Tasks and Timeline

Detailed Process for MHSA Innovation Round 2 Funding

	2016					2017												2018
Tasks	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**
Preparation for Process • Finalize Scoring Criteria (50% of score for Innovation, 50% of score for Implementation) • Create Template for Project Description • Review Tasks, Timeline, Template and Scoring Criteria with MHSA SAC and MH Board • Develop Resource List of Data Resources and FAQs																		
Community Meeting/Pre-Application Meeting • Outreach to Potential Applicants (Coalition of Non Profits, Innovation Project Participants, Mental Health Providers, etc.) • MHSA INN 101 for Potential Applicants to o Explain innovation funding, o Review process, templates and scoring criteria, and o Answer questions/offer technical assistance																		

	2016					2017												2018
Tasks	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**
Idea Submission: Agency and Community Ideas • Support agencies and/or community representatives with technical assistance as requested • Outreach to representatives from the four previously identified unserved/underserved groups if not actively involved in submitting ideas • Innovation Project Plans submitted for scoring																		
Review Plans and Scoring • Recruit Scoring Committees: Non-conflicted community members and HHSA staff/providers • Scoring committees review and score Innovation Project Plans																		

	2016					2017												2018
Tasks	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**
Develop Workplans • Innovation Project Plans with **high scores for Innovation**: o AND **high** scores for implementation: ▪ Continue to develop Innovation Project into a workplan for Round 2 Funding ▪ Involve individuals who developed the ideas and individuals who will be impacted by the idea. o AND **low** scores for implementation: ▪ Develop Workplan to assist stakeholders to further strengthen implementation and prepare for Round 3. This workplan would be about learning how to engage and support underserved communities; it *IS NOT A GUARANTEE OF INNOVATION FUNDING.* • Innovation Project Plans with **low scores for Innovation**: o MH Leadership Team to meet with individuals who submitted Plans and review scoring and innovation guidelines.																	

	2016					2017												2018
Tasks	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**
Send Workplan out for Public Comment and Review Process • Public Comment (30 Days) o Send workplans out for community/agency review and comments (focused on how the idea can fit into other efforts and/or how to use the learning) o Revisions as indicated based on comments • Mental Health Services Act Stakeholder Advisory Committee Review																		
Send Workplan out for Napa County Review and Approval Process • MH Board • Board of Supervisors																		
Send Workplan out for State Review and Approval Process • MHSOAC																		
Napa County HHSA Contracting Process																		
Contracts Begin																		

MHSA Innovation Round 2 Planning: Project Plan[1]

The Innovation Project Plan is due on **Wednesday, November 30, 2016 at 12pm.**

A hard copy of the plan can be delivered to the Mental Health Division Administration Office (2751 Napa Valley Corporate Drive, Building A, Napa CA 94558). Mailed plans that are postmarked by Monday, November 28, will also be accepted.

Scoring Criteria are in a separate document (Document 7). See MHSA Components or http://tinyurl.com/jh6wvu4 for more information.

Innovation Project Plan Overview

1) **Innovation Project Planning**
   Please describe the planning process for the Innovation Project, encompassing inclusion of stakeholders, representatives of unserved or under-served populations, and individuals who reflect the cultural, ethnic and racial diversity of the County's community.

2) **Primary Problem**
   a) What primary problem or challenge are you trying to address?
   b) Describe what led to the development of the idea for your Innovation project and the reasons that your project is a priority for Napa County.

3) **What Has Been Done Elsewhere To Address the Primary Problem?**
   "A mental health practice or approach that has already demonstrated its effectiveness is not eligible for funding as an Innovative Project unless the County provides documentation about how and why the County is adapting the practice or approach… (*CCR, Title 9, Sect. 3910(b)*).

   Describe the efforts have you made to investigate existing models or approaches close to what you're proposing (e.g., literature reviews, internet searches, or direct inquiries to/with other counties). Have you identified gaps in the literature or existing practice that your project would seek to address?

4) **The Proposed Project**
   Describe the Innovation Project you are proposing. Note that the "project" might consist of a process (e.g. figuring out how to bring stakeholders together; or adaptation of an administrative/management strategy from outside of the Mental Health field), the development of a new or adapted intervention or approach, or the implementation and/or

[1] *All Project Plan categories in black text are taken directly from the "Innovative Project Plan Description" provided by the Mental Health Services Accountability and Oversight Committee (MHSOAC). All blue text is specific to Napa County's Round 2 Planning Process.*

outcomes evaluation of a new or adapted intervention. See CCR, Title 9, Sect. 3910(d).

Include sufficient details so that a reader without prior knowledge of the model or approach you are proposing can understand the relationship between the primary problem you identified and the potential solution you seek to test. You may wish to identify how you plan to implement the project, the relevant participants/roles, what participants will typically experience, and any other key activities associated with development and implementation.

5) **Innovative Component**

Describe the key elements or approach(es) that will be new, changed, or adapted in your project (potentially including project development, implementation or evaluation). What are you doing that distinguishes your project from similar projects that other counties and/or providers have already tested or implemented?

6) **Learning Goals / Project Aims**

Describe your learning goals/specific aims. What is it that you want to learn or better understand over the course of the INN Project? How do your learning goals relate to the key elements/approaches that are new, changed or adapted in your project?

There is no maximum number of learning goals required, but we suggest at least two. Goals might revolve around understanding processes, testing hypotheses, or achieving specific outcomes.

Furthermore, describe how the learning can be used in the Napa County mental health system and how the learning connects to other community or mental health initiatives that are currently underway or planned.

Innovation Project Timeline

7) **Timeline**

- *Note: The project funding is expected to be available in January 2018 and will end on June 30, 2019.*

a) Specify the expected start date and end date of your INN Project:

b) Include a timeline that specifies key activities and milestones and a brief explanation of how the project's timeframe will allow sufficient time for

i Development and refinement of the new or changed approach;

ii Evaluation of the Innovation Project;

iii Decision-making, including meaningful involvement of stakeholders, about whether and how to continue the Innovation Project;

iv Communication of results and lessons learned.

Innovation Project Budget by Fiscal Year				
8) **INN Project Budget**				
a) **Expenditures**				
Personnel (list staff involved in the project)	FTE	**FY 17-18**	**FY 18-19**	**In-Kind/Other**
Employee Benefits (%)				
Total Personnel Costs				
Operating Expenses (e.g. Project costs including training, supplies/materials, IT, mileage, etc.)				
Total Operating Expenses				
Subtotal (Personnel and Operating)				
Administrative Costs X%				
Total Program Expenses				
Other Expenses (Subcontracts) Please include detailed budget for subcontractors as well.				
Anticipated Revenues				
1. Medi-Cal (FFP only)				
2. Other Revenue (MAA/UR)				
3. In-Kind/Other (Total of column 5)				
Total Revenue				
Total Innovation Funding Requested				

Total Funding Requested
(Total amount of MHSA INN funds you are requesting)

b) **Narrative**

Provide a brief budget narrative to explain how the total budget is appropriate for the described INN project. The goal of the narrative should be to provide the interested reader with both an overview of the total project and enough detail to understand the proposed project structure. Ideally, the narrative would include an explanation of amounts budgeted to ensure/support stakeholder involvement (For example, "$5000 for annual involvement stipends for stakeholder representatives, for 1.5 years: Total $7,500,") and identify the key personnel and contracted roles and responsibilities that will be involved in the project (For example, "Project coordinator, full-time; Statistical consultant, part-time; 2 Research assistants, part-time…"). Please include a discussion of administration expenses (direct and indirect) and evaluation expenses associated with this project.

9) **Agency Infrastructure**

Describe agency/organization's previous contracting experience with similar size contract, including: Ability to meet reporting deadlines, ability to collect data and undertake evaluation, and ability to track funding within your organization. If you are partnering with an agency to implement this project, please describe the agency's infrastructure.

Additional Information for Regulatory Requirements
REQUIRED, BUT NOT SCORED

10) **Primary Purpose**

Select **one** of the following as the primary purpose of your project. What is the overarching purpose that most closely aligns with the need or challenge described in Item 2: Primary Problem?

- ❑ Increase access to mental health services to underserved groups
- ❑ Increase the quality of mental health services, including measurable outcomes
- ❑ Promote interagency collaboration related to mental health services, supports, or outcomes
- ❑ Increase access to mental health services

11) **MHSA Innovative Project Category**

Which MHSA Innovation definition best applies to your new INN Project (select **one**):

- ❑ Introduces a new mental health practice or approach
- ❑ Makes a change to an existing mental health practice that has not yet been demonstrated to be effective, including, but not limited to, adaptation for a new setting, population or community
- ❑ Introduces a new application to the mental health system of a promising community-driven practice or an approach that has been successful in a non-mental health context or setting.

12) **Population (if applicable)**

a. If your project includes direct services to mental health consumers, family members, or individuals at risk of serious mental illness/serious emotional disturbance, please estimate number of individuals expected to be served annually. How are you estimating this number?

b. Describe the population to be served, including relevant demographic information such as age, gender identity, race, ethnicity, sexual orientation, and/or language used to communicate. In some circumstances, demographic information for individuals served is a reporting requirement for the Annual Innovative Project Report and Final Innovative Project Report.

c. Does the project plan to serve a focal population, e.g., providing specialized services for a target group, or having eligibility criteria that must be met? If so, please explain.

MHSA Innovation Round 2 Planning: Scoring Criteria

The scoring criteria include two categories: Innovation and Implementation. The Innovation Project Plan will need to score high in both categories to be funded in the current Innovation Planning Process.

	Maximum Score (100)		
Scoring Criteria	**Innovation (50)**	**Implementation (50)**	**Description**
1) **Innovation Project Planning** The idea is developed with direct input from individuals who will be impacted by the idea.	*10*		Points will be awarded to the extent that the target population was included in (1) identifying the need, (2) developing the idea and (3) reviewing the idea before it was submitted for review.
2) **Primary Problem** 3) **What Has Been Done Elsewhere To Address the Primary Problem?** The project identifies an area where the mental health needs of unserved/underserved populations in Napa County are not met with currently available services and innovation is needed.	*10*		Need can be demonstrated with input from the target population, the agency's own statistics, data generated by other local agencies, and publicly available data about residents of Napa County from city, county, state, and national sources. Points will be awarded for areas of need where there is no currently available evidence-based practice and for populations who are not currently receiving services that reflect their needs.

	Maximum Score (100)		
Scoring Criteria	**Innovation (50)**	**Implementation (50)**	**Description**
4) **The Proposed Project** 5) **Innovative Component** The idea reflects the input of the target population and directly responds to the identified need and MHSA INN criteria. See MHSA INN criteria for more detail.	*20*		Points based on how well the innovation (1) incorporates the input from the target population, (2) addresses the identified need and (3) meets the MHSA INN criteria. See MHSA INN criteria for more detail.
6) **Learning Goals / Project Aims** The project has up to two clear and logical learning goals that can be shared within the mental health system and/or community.	*10*		Scoring will be based on how well the project's learning goals (1) address the primary problem and the innovative component (2) demonstrate how the learning can be used in the mental health system and (3) connects to other community or mental health initiatives that are currently underway or planned.
7) **Timeline** The idea will result in learning by June 2019		*15*	Points will be awarded for projects that can be implemented in January 2018 and result in learning by June 2019.
8) **INN Project Budget** a) **Expenditures** b) **Narrative** The project budget is reasonable to implement the project as described.		*15*	Points will be awarded based on how well the expenditures support the proposed project.

	Maximum Score (100)		
Scoring Criteria	**Innovation (50)**	**Implementation (50)**	**Description**
9) **Agency Infrastructure** The applicant will have the ability to meet contract requirements including reporting, data collection and evaluation.		*20*	Points will be based on the agency/community member's previous contracting experience with similar size contract, including: Ability to meet reporting deadlines, ability to collect data, undertake evaluation, ability to track funding appropriately within their organization. Individuals may choose an agency partner to provide this expertise. Agency partner's ability to support contract/funding would be scored.

Innovation Project Plans with **high scores for Innovation**:

- AND **high** scores for implementation:
  - Will be developed into the Innovation Component plan for Round 2 Funding
  - Individuals who developed the ideas and individuals who will be impacted by the idea will be involved in the development of the Component plan.
- AND **low** scores for implementation:
  - Will be included in a workplan to assist stakeholders to further strengthen implementation and prepare for Round 3. This work plan would be about learning how to engage and support underserved communities; it *IS NOT A GUARANTEE OF INNOVATION FUNDING.*

Innovation Project Plans with **low scores for Innovation**:

- Mental Health Division staff will meet with individuals who submitted Innovation Project Plans to review scoring and innovation guidelines.

MHSA Innovation Round 2 Planning: Information and Technical Assistance

Contact information for getting further information and support

If you have questions about MHSA Innovation Planning or if you need Technical Assistance, please contact:

Felix Bedolla, MHSA Project Manager: 707.299.1759, Felix.Bedolla@countyofnapa.org

Rocío Canchola, Staff Services Analyst II: 707.299.2119, Rocio.Canchola@countyofnapa.org

Information

Questions

If you have a question that cannot be answered using the currently available documents, the question will be brought to the Mental Health Leadership Team for inclusion in the FAQ (Document Three). The FAQs will be updated periodically, please check back weekly for additional information.

Presentations

If you would like a presentation about MHSA Innovation funding for your agency, board, community group or another group, it can be arranged by contacting Felix or Rocio. These presentations may include an overview of MHSA Innovation and/or a detailed description of any of the documents depending on your request.

Support

Technical Assistance

Technical Assistance is available to help you before you write your Innovation Plan. MHSA staff and consultants can help you plan a focus group, develop a focus group protocol, search for data, review data, clarify your project idea, or similar tasks at the discretion of MHSA staff.

Technical Assistance does not include doing the research necessary for the project plan, writing the project plan or reviewing written versions of your project plan.