

# December 2024 AMHI/CSP Statewide Meeting Notes

- Welcomed attendees
- Equity Acknowledgement
- AMHI/CSP Staff Introductions
  - Pam Sanchez, Supervisor
  - Breanna Bertozzi, Team Lead
  - Christian Ederer, Team Lead
  - Jamie Preuss, American Indian Consultant
- DHS Updates and Guidance
  - All inquiries need to come through the team email address: [MN\\_DHS\\_amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
  - All inquiries need to use naming convention
    - Example: Region 2, Beltrami Co. AMHI 2025 Budget Revision Request
    - Regions must include their Fiscal Agent in the subject of emails and in document names
  - Contracting update
    - 87% of 2025-2026 AMHI and CSP contracts are fully executed
    - DocuSign initiations can expire
      - If you need a new DocuSign link sent, please email the AMHI/CSP at [MN\\_DHS\\_amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
  - Budget reminder for grantees
    - Budget revisions will be needed from those who listed RFP/parked funds on 2025-2026 application
      - All budget changes need to be submitted together as one budget revision
    - Budget revisions should be submitted no more than quarterly
    - Budget revisions are needed in order for grantees to be able to bill against the correct BRASS codes with sufficient funds
  - 2895 Instructions and Guidance
    - [Instructions for Completing the BRASS-Based Grant Fiscal Report \(DHS-2895\)](#)
    - 2895s should be used to report only AMHI/CSP expenses, they should not reflect all mental health costs incurred by the agency
    - Agencies have one year to revise and submit 2895 reports
      - Submission of a report within the one-year deadline is not a guarantee that legislative appropriations remain
  - BRASS Codes and AMHI/CSP
    - BRASS Codes reflect the characteristics of a service
    - The AMHI and CSP statutes reflect the characteristics of our funding sources and the clients that can be served using AMHI and CSP funds
  - Maintenance of Effort (MOE)
    - [MOE Statute](#) states that counties must maintain a level of expenditures for mental health services
    - All data used to compute MOE totals are submitted by the counties via [SEAGR](#)

- County Duties
  - County (and Tribal) Duties/responsibilities are attached to each AMHI and/or CSP application and contract
  - Counties are responsible to perform all duties listed
- 2025-2026 Terms of Payment
  - Total contract allocations cover two full calendar years
  - Underspending in calendar year 2025 is not available for us in future calendar years
  - Advance payments/cash advances will be dispersed at the start of each calendar year during the contract term
    - Advance payments/cash advances that are unspent will be reconciled at the end of each calendar year
- Administrative Costs and Reimbursable Expenses
  - The county/grantee cannot invoice the state for services that are reimbursable via other sources
  - The county must seek reimbursement from all other sources before seeking reimbursement from AMHI/CSP
- Uncompensated Care Prior Authorization Request Form
  - Reviewed template
- Sub-Contracts/Sub-Contractors
  - Counties/grantees are legally and financially responsible for all aspects of the award that are sub-contracted, including funds provided to sub-recipients and sub-contractors
  - Grantees are required to ensure that the material obligations, borne by the county in these contracts, apply as between county and subrecipients, in all sub-contracts, to the same extent that the material obligations apply as between the state and county
  - Question received: Does subcontracting prohibit what organization an AMHI can contract with for example a CCBHC?
    - Answer: No, it does not prohibit what organization a grantee can contract with (as long as the provider/vendor is not suspended/debarred) – it does prohibit grantees from supplanting other funding sources
  - Question received: How do grantees know what is allowable when contracting with CCBHCs?
    - Answer: AMHI/CSP funds simply cannot be used to supplant services that are being funded by other sources – AMHI/CSP funds cannot be used to pay for services and/or individuals that are covered/included in CCBHC PPS rates
  - There will continue to be more information shared with grantees regarding sub-contracting with CCBHCs
    - The AMHI/CSP team and the CCBHC team will share information as it becomes available
    - The AMHI/CSP team plans to invite the CCBHC team to join us at an upcoming statewide meeting
- Grant Management Policies
  - Counties/grantees must comply with required [Grants Management Policies and procedures](#) as specified in [Minn. Stat. § 16B.97, subd. 4\(a\)\(1\)](#). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by [Office of Grants Management \(OGM\) Policy 08-10](#).

- Reporting Data
  - Report data in MHIS and SSIS
  - Spreadsheet reporting has been phased out
    - Grantees should keep the data that they are not able to report via MHIS and SSIS
    - Options are being explored for how the data that was previously reported via the spreadsheets will be reported ongoing
    - AMHI/CSP team will be in contact with more information as it becomes available
- Resource Request
  - If you are well versed in any of the following topics and would be willing to be a resource to others, please email the AMHI/CSP team ([MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)) and we will share your contact information with other AMHI/CSP grantees as requested
    - Joint Power Agreements (JPA)
    - Well-developed LACs
    - RFPs/getting bids for sub-contracting
- Poll Questions
  - Would you be interested in attending 'brown bag' sessions if they were offered?
    - Yes - 100% of responses (28 responses)
  - If 'brown bag' sessions were offered, how often would you like them to occur?
    - Monthly – 28% of responses (9 responses)
    - Every other month – 43% of responses (14 responses)
    - Quarterly – 12% of responses (4 responses)
    - As needed – 15% (5 responses)
- 2025 AMHI/CSP Statewide Meetings
  - Add these dates to your calendars
  - Specific meeting details are posted on the AMHI website
    - Thursday, March 20<sup>th</sup> 1pm-3pm
    - Thursday, June 12<sup>th</sup> 1pm-3pm