



December 12, 2024 AMHI/CSP Statewide Meeting

Pam Sanchez (Supervisor), Breanna Bertozzi (Lead), Chris Ederer (Lead) & Jamie Preuss (American Indian Consultant) | AMHI/CSP Team

Agenda

Time	Topic
1:00 – 1:15	Welcome
1:15 – 3:00	Updates, Guidance & Questions

AMHI/CSP Team at DHS



Pamela Sanchez
Supervisor



Breanna Bertozzi
Team Lead



Christian Ederer
Team Lead



Jamie Preuss
*American Indian
Consultant*

Equity Acknowledgement

- Be willing to learn through listening
- Respect Differences
- Align efforts and focus on solutions for equity
- Value others' time
- When speaking, re-introduce yourself (and the County/Region/Tribe you represent)
- Practice compassionate accountability
- All members are encouraged to ask questions and share ideas during the meeting so that all members can be involved in the process
- Hold each other accountable
 - Make explicit what is implicit
- Allow yourself to be vulnerable
- Offer recognition for others



Updates & Guidance

Pam Sanchez | AMHI/CSP Supervisor

General Information

- **Communication Request**
 - Team email: [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
 - Email subject and document naming convention
 - Ex. Naming Convention: Region 2, Beltrami Co. AMHI 2025 Budget Revision Request
 - Regions must include fiscal agent in subject of email and documents
- **AMHI/CSP team will include updated Organization chart with quarterly statewide meeting materials**

Contracting Update

- 2023-2024 AMHI and CSP contracts end December 31, 2024
 - Remember to review expenses before submitting 2024 Q4 2895 report
- 87% of 2025-2026 AMHI and CSP contracts are fully executed
- Cash advances will be dispersed early January 2025
- Helpful Tip:
 - DocuSign initiations can expire
 - If your AMHI and/or CSP CY2025-2026 contract has not yet been executed, please connect with your agencies signers to ensure efficient contract execution
 - If you need a new DocuSign link sent, please reach out to the AMHI/CSP team at [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)

Important Reminder

- [Budget revisions](#) will be needed from those who listed RFP/parked funds on 2025-2026 application/budget
 - All [budget revisions](#) need to be submitted together as ONE budget revision
 - [Budget revisions](#) should be submitted no more than quarterly
- Why is it important to update DHS with [budget revisions](#)?
 - To be able to bill against correct BRASS codes
 - BRASS codes need sufficient funds allocated to them to reimburse for expenditures
 - 1st Quarter ends March 31, 2025
 - Complete necessary [budget revisions](#) prior to the end of the quarter
 - Keep in mind - if an amendment is required (more than 10% of total allocation), additional time will be needed for processing

Budget Revisions

- The [Budget Revision form](#) can be found on the [AMHI website](#), under Forms
- FYI – The [Budget Revision form](#) is currently being updated
 - Once the form is updated, it will automatically replace the current version on the [AMHI website](#) and via [eDocs](#)
 - Always access the [Budget Revision form](#) from the [AMHI website](#) or [eDocs](#) to ensure you are using the current version

2895 Instructions & 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
 - Amending Reports:
 - Agencies have one year to revise and submit corrected DHS-2895 reports
 - If the quarter to be amended does not appear in the 'Quarter End Date' drop down box, the deadline has passed and that quarter cannot be revised
 - Submission of a report within the one-year deadline is not a guarantee that legislative appropriations remain

BRASS Codes and AMHI/CSP

- The Social Service Information System (SSIS) uses BRASS Codes as the basis for tracking county social service activity
- [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
- BRASS codes involved in overall MOE
 - All 400 series and 111
- BRASS codes involved in community support programs MOE
 - 403, 418, 434, 437, 446
- Overall MOE does include community support programs MOE
- All data used to compute MOE totals are submitted by the counties via [SEAGR](#)
 - [2024 Mental Health CSP Maintenance of Effort Progress Report](#)

2.1 County Duties

COUNTY shall perform duties in accordance with **Attachment A, County Duties**, which is attached and incorporated into the **CONTRACT**.

Adult Mental Health Initiative Grant Contract Attachment A

County Responsibilities

The following items need to be reviewed and acknowledged (check the checkbox).

These items will be evaluated throughout the contract term via site visits and record requests.

By acknowledging, you are stating that you understand the listed program requirements and that related documents and information may be requested from DHS at any time throughout the contract period.

Applicable Grant(s)	Requirement	Description of Tasks & Deliverables	Acknowledge
AMHI	Must have written policy and procedures governing accounting and operational procedures	Documented agreement for multi-county initiatives (e.g., MOU, bylaws, joint powers agreement). Decision-making process document or description. Contingency planning. Nondiscrimination policies.	<input checked="" type="checkbox"/> Acknowledge
AMHI	Must include persons with mental illness, Tribal organizations of the county/region, and the Local Advisory Council in the development, implementation, and evaluation of all Adult Mental Health Plans	Demonstrate people with lived experience of mental health are involved in planning, implementing, and evaluating Adult Mental Health Plans. Demonstrate tribal organizations are involved in planning, implementing, and evaluating Adult Mental Health Plans. Demonstrate Local Advisory Councils are involved in planning, implementing, and evaluating Adult Mental Health Plans.	<input checked="" type="checkbox"/> Acknowledge
AMHI	Must ensure that Adult Mental Health Initiative projects are planned and administered according to Minn. Stat. 245.4661	Design, plan, and improve the mental health service delivery system for adults with serious and persistent mental illness (SPMI). Include program evaluation.	<input checked="" type="checkbox"/> Acknowledge
CSP	Must ensure that Community Support Plan services are planned and administered according to Minn. Stat. 245.4712	Assure sufficient community support services are available to meet the needs of adults with SPMI in the county such as: Competitive employment, Activities of daily living, Leisure activities, Housing, Benefit assistance and Day treatment services	<input checked="" type="checkbox"/> Acknowledge

3.1 Terms of Payment

a. Total obligation. The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **XXX dollars (\$XXX)**.

1. The total obligation covers two full calendar years.
2. In calendar year 2025, the COUNTY shall not invoice the STATE, and STATE shall not pay COUNTY more than half of the total obligation/total budget amount indicated in Attachment B.
3. Underspending in calendar year 2025 is not available for use in future calendar years.

b. Advance. The COUNTY will receive an initial payment of **ADVANCE DOLLAR AMOUNT (\$)** which is granted pursuant to Minnesota Administrative Rule 9535.1740 at the start of each calendar year during the contract term.

c. Reconciliation. Any portion of the cash advances that are unspent must be returned to STATE at the end of each calendar year of the contract term.

4.3 Administrative Costs & Reimbursable Expenses

Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., **COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.**

Uncompensated Care – Prior Authorization

ACT/TCM/IRTS Uncompensated Care Prior Authorization Request Form (TEMPLATE)

ACT/TCM/IRTS Uncompensated Care Prior Authorization Request Form

Payments for uncompensated care will not be made without prior authorization

Agency/Team: _____

Name of Individual: _____

Contact for requesting additional information and notification of determination:

Name: _____

Phone Number: _____

Email Address: _____

RID/CCI number: _____

Date enrolled in ACT/TCM/IRTS: _____

Reason the individual is uninsured: _____

Anticipated date of insurance enrollment/coverage: _____

Describe agency/team efforts to aide in obtaining coverage: _____

19. Sub Contracts

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with [45 C.F.R. §§ 75.351-75.352](#).

COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

20.3 Grant Management Policies

COUNTY 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](#).

Questions?



Resource Inquiries

Please place your name, contact information and area of expertise into the chat if you are willing to be a resource to others regarding these topics:

- Joint Power Agreements (JPA)
- Well-developed LACs
- RFPs/getting bids for sub-contractors

2025 AMHI/CSP Statewide Meetings

Wkxuvgd | /# dufk #53wk /#1sp 06sp

Wkxuvgd | /#kqh #15wk /#1sp 06sp

Specific meeting details are posted on the AMHI website

[Adult Mental Health Initiatives / Minnesota
Department of Human Services \(mn.gov\)](#)

Any Questions?

THANK YOU!

[MN DHS amhi.dhs@state.mn.us](mailto:amhi.dhs@state.mn.us)