



Minnesota Department of **Human Services**

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Date: December 23, 2011

To: Adult Mental Health Initiative Board Chair  
Adult Mental Health Initiative Contact  
Adult Mental Health Initiative Fiscal Contact

From: David Schultz, Co-acting Director  
Adult Mental Health Division

**Re: CY 2012 AMHI ADULT MENTAL HEALTH GRANT PLAN**

This is to inform you that your Calendar Year 2012 Adult Mental Health Plan has been approved. Please begin to develop a plan for Calendar Year 2013 which will contain a request built on a rebasing of the Adult Mental Health Grants. The CY 2013 Plan will be due in late summer 2012. Plan approvals will continue to be contingent on the County Local Advisory Council providing the Board of County Commissioners a formal report on gaps and service needs.

Please note that Adult Mental Health Grant awards are conditional as in the past and subject to the continued availability of the state or federal funding. Counties that make significant changes to services funded through Adult Mental Health Grants approved in their CY12 grant plan must submit a written request with a revised MH-1 form and receive written approval for the changes at least 30 days before they are proposed to take effect. A "significant change" means that the county proposes to make modifications to their local mental health services where:

- A) services are being added or discontinued; or
- B) the total annual expenditures in any grant category (e.g. Rule 78, Rule 12, Integrated Funds, AMHI funding) is expected to vary by more than ten percent.

The information you provide will be helpful to the State as we support your efforts to develop and maintain an effective recovery and community based mental health system in your county and region.

Thank you for participating in the CY 2012 Plan process. If you have any questions about the details of this memo and related attachments, feel free to contact the Adult Mental Health Program Consultant assigned to your region. Please note that this initial communication is being distributed by email. This will be followed up with a memo sent to the County Board Chair by mail.

### **County Responsibilities in Accepting Adult Mental Health Grant Funding**

In accepting Adult Mental Health Grants, it is understood and agreed by the county board that any funds granted pursuant to this application are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Further,

it is understood that the budgets, expenditures and programs will be subject to periodic review by the Commissioner. The county board and provider agencies under contract to the county board will comply with programmatic and fiscal reporting requirements of the Commissioner. If funds are not being used to implement services consistent with program requirements, they may be withdrawn in accordance with Minnesota Statutes, section 245.483.

It is understood that any county contracts entered into under this agreement must be written to comply with Minnesota Statutes, section 245.466, subdivision 3, and 256M.90 (2003). It is further understood that in assigning and compensating employees, compliance of written personnel policies with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, Minnesota Statutes, chapter 363 will be assured.

The county board further agrees to assure compliance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. If the county receives over \$100,000 of federal funds, compliance with Federal Lobbying Restrictions must be followed. The Single Audit Act also applies if the county receives over \$500,000 of federal funding (inclusive of funding from all federal agencies). Documentation of compliance will be monitored by the county board and will be available for audit inspection. We would also encourage you to review your Client Notification of the Right to Appeal to assure that it is consistent with current law.

In accepting Adult Mental Health Grants, the county board assures acceptance by the board of the following responsibilities:

- (1) the county board's careful consideration of all advice received from the local mental health advisory council when developing or amending this grant application and budget;
- (2) that all services will be provided in accordance with needs identified in the individual community support plan where required by state rule or statute;
- (3) that the cost per unit of service will be comparable to the cost of similar services in the same or similar local trade area;
- (4) that the board will identify and recruit qualified consumers and family members for positions funded under this grant;
- (5) that the board will assure that no one is denied services for which they would otherwise be eligible;
- (6) that Adult Mental Health Initiative projects shall be administered in a manner which is consistent with the objectives described in subdivision 2 and the planning process described in subdivision 5, of Minnesota Statutes 245.4661; and
- (7) the services funded under these grants will be provided by individuals who meet the professional qualifications contained in M.S. 245.461 to 245.486.

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The Adult Mental Health Division believes that the inclusion of all stakeholders in the planning and implementation of the Adult Mental Health Grant Plan results in the best services for the consumers in our state. The input of individuals who receive services in all phases of planning is essential. Adult Mental Health Initiatives are encouraged to utilize grant funds to provide stipends to consumers and family members to attend and participate in meetings.

Adult Mental Health Initiatives are encouraged to adhere to the Minnesota Open Meeting Law to ensure that the public is made aware of and is afforded an opportunity to present its views regarding the local mental health system and the expenditure of public funds which support this system

The Adult Mental Health Division recommends the tribal organizations be included in the development, implementation, and evaluation of all Adult Mental Health Initiative plans.

### **Fiscal Reporting**

Your county is required to report expenditures on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Report (DHS-2895). If your county has an approved integrated fund, expenditures are to be reported on the DHS-2895. Updated instructions for the reporting of expenditures are distributed annually in the *DHS Summarizes Mental Health Grant Fiscal Information* bulletin. Please consult the most recent version of the bulletin if you have questions.

C: DHS, Financial Management Division  
DHS, Mental Health Division