

MEMORANDUM OF UNDERSTANDING

**Between
THE CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)**

And

**California National Guard
Behavioral Health Outreach Liaison Program**

**For the
MENTAL HEALTH SERVICES ACT**

I. Purpose

This Memorandum of Understanding (MOU) is entered into by and between the California Department of Mental Health (DMH) and the CNG to define the relationship between DMH and CNG as it relates to the implementation of the Mental Health Services Act (MHSA) and the use of MHSA funds.

II. Background

The passage of Proposition 63 (MHSA) in November 2004 provides an opportunity to transform the public mental health system in California by addressing a broad continuum of prevention, early intervention, treatment, and infrastructure support. In addition to the funding available to the county mental health departments, MHSA allows DMH to provide resources to other state entities to enhance their capacity to support the overarching goals of MHSA and its various components. The MHSA components are Community Services and Support, Prevention and Early Intervention, Workforce Education and Training, Innovation, and Capital Facilities and Technological Needs.

There are five fundamental concepts inherent in MHSA which must be embedded and continuously addressed in both local and state level collaborations. These concepts are a client/family driven mental health system, cultural competence, community collaboration, service integration, and a focus on recovery, wellness, and resiliency.

III. Statement of Work

A. This MOU is based on the activities delineated and approved in the Governor's Budget Act for FY 2010 supported with MHSA funds. A copy of this Budget Change Proposal (BCP) is attached in Exhibit A.

B. Summary of Proposed Activities- Goals of the Program

- Provide training and education for other uniformed representatives of the CNG about ways to facilitate access to mental health services at the county level to CNG service members returning from deployments.
- Educate CNG, county mental health, and county veteran service organizations about mental health issues.
- Establish a process for better agency coordination between the CNG, veterans' service offices, and county mental health departments throughout the state.

C. Work Plan

- The Behavioral Health Liaison (BHL) pilot program will provide the CNG with 3 specialists consisting of two licensed clinical staff and one agency coordinator to ensure appropriate mental health information is available for CNG members returning from deployment.
- The two BHL clinical officers will be responsible for training county and other mental health agency resources in northern and southern California, respectively.
- The Agency Coordinator will administer the program directly, collect all relevant program data, statistics and supervise/maintain the unit budget. Additionally, the Agency Coordinator will also attend all required workgroup functions, meetings, boards, hearings and prepare all correspondence to include reports, MOU and MOA modifications and any other specified deliverables as identified by the Department of Mental Health.
- BHL team members will coordinate directly with county Veteran Service Officers and county mental health officers throughout the state to initiate, develop, and execute effective working relationships to facilitate mental health treatment services at the county level.

D. Staffing

- 3 - two-year Limited Term FTE consisting of :
 - 1 Agency Coordinator
 - 2 Clinical Officers

E. CNG Behavioral Health Outreach Liaison Program Responsibilities

- Attend the quarterly MHSA Interagency meetings
- Provide data reports and periodic updates on program implementation issues, concerns or questions to the DMH program liaison
- On an as-needed basis, present accomplishments, findings, best practices, and challenges at meetings, training sessions or conferences pertaining to the implementation of MHSA
- Arrange an annual site visit for the DMH program liaison and other DMH representatives as needed
- Other requests as needed for supporting the implementation of MHSA

F. Role of DMH program liaison

1. General Duties

- Be the primary contact for the CNG Behavioral Health Outreach Liaison Program on MHSA implementation in regards to this MOU.
- Provide MHSA updates to CNG Behavioral Health Outreach Liaison Program as needed.
- Negotiate the annual work plan.
- Provide feedback on reports.
- Provide other necessary support to CNG Behavioral Health Outreach Liaison Program in building a collaborative relationship in fulfilling the purpose of this MOU and the overall goals of MHSA.

2. Specific Duties, if applicable

- Customize to reflect DMH program roles and responsibilities pertaining to this MOU

G. Subcontracts (if applicable)

In the event that the State Entity subcontracts any portion of the MHSA funds to another entity, the State Entity shall provide the following to DMH:

- A copy of the Request for Proposal or other procurement documents and contractor selection criteria for DMH's review and approval
- Name and contact information for DMH program liaison on the contractor selection panel
- Name of contractor, contract amount and terms, and a copy of the signed contract specifying the scope of work, including the proposed deliverables and timeline.

H. Reporting Requirements

1. CNG Behavioral Health Outreach Liaison Program shall provide, at least annually or more frequently if specified, the following reports/updates to DMH:
 - a. Contact list updates for both program and fiscal contacts.
Deadline: quarterly, or as needed
 - b. Annual report summarizing activities on related MHSA activities for the previous fiscal year. Format will be provided by DMH. The annual report includes program and fiscal information. Deadline: July 30.
 - c. Mid year update summarizing activities on related MHSA activities for the current fiscal year and projected budget activities for budget year. Format will be provided by DMH. The mid year update includes both program and fiscal information. Deadline: January 31.
 - d. Additional requests for information as needed to provide updates to the Administration, Legislature and stakeholders.
2. DMH may revise the reporting requirements as needed and present the proposed changes at the MHSA Interagency meetings.
3. All reports (see b and c above) must be submitted to the MHSA State Coordinator or his/her designee.
4. Reports must be submitted electronically.
5. Information collected from the reports will be published and shared with the public.

I. Department/Program Contacts

Both DMH and CNG Behavioral Health Outreach Liaison Program will designate the following representatives to act in a liaison capacity throughout the term of this MOU:

Department Representative

DMH Contact	CNG BHL Contact
Name: Mark Heilman	Name: Major Eric J. Frye
Title: Acting Deputy Director, Community Services Division	Title: Director, Behavioral Health Service
Address: 1600 9 th St., Rm. 150	Address: 9800 Goethe Road
City, Zip: Sacramento, 95814	City, Zip: Sacramento, 95827
Phone: (916)-654-3551	Phone: (916) 854-3019
Email: mark.heilman@dmh.ca.gov	Email: eric.j.frye@us.army.mil

Program Liaison

DMH Contact	CNG BHL Contact
Name: Sandra Black	Name: Darc Keller
Title: Staff Mental Health Specialist	Title: Agency Coordinator
Address: 1600 9 th St., Rm 150	Address: 9800 Goethe Road
City, Zip: Sacramento, CA 95814	City, Zip: Sacramento, 95827
Phone: (916)651-1120	Phone: (916) 806-4570
Email: Sandra.black@dmh.ca.gov	Email: darc.d.keller@us.army.mil

IV. TERM

The term of this MOU is from July 01st 2009 through June 30th 2011.

V. GENERAL PROVISIONS

- A. The work plan must be updated annually by both DMH and the CNG Behavioral Health Outreach Liaison Program. It may also be amended at any time by written mutual consent of both parties.

- B. The California National Guard Behavioral Health Outreach Liaison Program shall provide copies of the BCP or Spring Finance Letters requesting additional MHSA funds to DMH for approval prior to submission to the Health and Human Services Agency or other reporting agency and/or the Department of Finance. When available, a copy of the budget concept paper shall also be forwarded to DMH. Failure to provide DMH with the above documents may prevent DMH from having a timely review and concurrence of the proposed MHSA funding requests and affect the California National Guard Behavioral Health Outreach Liaison Program's request for funding under MHSA.

affect the California National Guard Behavioral Health Outreach Liaison Program's request for funding under MHSA.

Draft budget concept paper, BCP or Spring Finance Letters shall be submitted to Debbie Manas, Community Services Division, 1600 9th Street, Room 140, Sacramento, CA 95814, Debbie.manas@dmh.ca.gov.

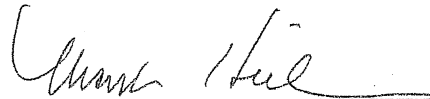
- C. It is mutually agreed that if the funding for the current year and/or any subsequent years covered under this Agreement is reduced or discontinued for purposes of this program, DMH and California National Guard Behavioral Health Outreach Liaison Program will have the option to either cancel this MOU or offer an agreement amendment to reflect the reduced amount. Either party may terminate this MOU by giving 30 days written notice to the other party. The notice of termination should specify the effective date of termination.
- E. Funding for this MOU shall be subject to the provisions set forth in Welfare and Institutions Code 5891 regarding non-supplantation.
- F. This MOU is not effective until signed by both all parties.


Signature and Date

THOMAS E. CLARKE, CW3
Chief, Contracting Division
California National Guard


Signature and Date 4 JAN 2010

DARC KELLER
Agency Coordinator


Signature and Date

MARK HEILMAN
Acting Deputy Director
Community Services Division