

## **MEMORANDUM OF UNDERSTANDING**

**Between the  
CALIFORNIA DEPARTMENT OF MENTAL HEALTH**

**And the  
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**

**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 Office of Statewide Health Planning and Development (OSHPD) to define the relationship between DMH and OSHPD as it relates to the implementation of the Mental Health Services Act (MHSA) Workforce Education and Training Program and the use of MHSA funds. Implementation of the MHSA Workforce Education and Training component is guided by a Vision Statement and Guiding Principles and the Workforce Education and Training Five-Year Development Plan (Five-Year Plan), both of which DMH developed in partnership with stakeholders.

### **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 agreements with county mental health departments, DMH also enters into agreements with 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. To carry out these goals and objectives, the public mental health workforce must receive appropriate education and training.

**OSHPD and DMH will collaborate to:**

- Strategically increase the number of federally designated California communities as Mental Health Professional Shortage Areas (MHPSAs), and
- Add a mental health track to the Song-Brown Program<sup>1</sup> for Physician Assistants.

**A. Mental Health Professional Shortage Areas (MHPSAs):**

It is important to strategically maximize the number of communities federally designated as MHPSAs, as California will then be able to compete for and obtain federal funds for the public mental health system workforce. To do so, DMH and OSHPD propose to work together to improve the MHPSA application process.

DMH is conducting a statewide needs assessment of the public mental health system workforce. The standardized federal criteria for determining whether a geographic area, a population group, or a facility is a MHPSA can better assist DMH and OSHPD in analyzing the State's public mental health workforce. OSHPD information and the DMH needs assessment can play an integral role in identifying areas where access to public mental health services is inadequate, and in assisting those areas in applying for federal funds. This will enable local communities to access funds in a manner that will maximize impact on the recruitment and retention of the public mental health system workforce.

To assist local communities, DMH and OSHPD will combine data collected by the two state agencies to streamline the MHPSA application process. This will give stakeholders a better picture of the accessibility of mental health services and level of care throughout the state; ensure that eligible localities have an equitable opportunity to apply for and maximize use of federal designation as a MHPSA and assist local communities in their MHSA planning processes.

Combining the federal and state mental health professional shortage methodologies will further enable DMH and OSHPD to evaluate the impact of the application of Workforce Education and Training state and federal resources. DMH and OSHPD staff will collaborate to complete the evaluation process. This includes establishing a baseline and projecting

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<sup>1</sup> The Song-Brown Health Care Workforce Training Act (Song-Brown Program) under the Health and Safety Code Section 128200-128241 is designed to promote the training of family practice physicians in the state. The program: (1) Encourages universities and primary care health professionals to provide healthcare in medically underserved areas, and (2) Provides financial support to family practice residency, nurse practitioner, physician assistant, and registered nurse (RN) education programs throughout California.

desired outcomes. The evaluation methodology should include the perspective of administrators, service providers, consumers and family members, and the public. This will be combined with a caseload and demographic analysis, to include an appropriate population to mental health provider ratio. In addition, the evaluation will link training efforts to measured impact on service delivery.

**B. Physician Assistants:**

A preliminary DMH workforce needs assessment indicated a shortage of professionals capable of signing treatment plans and prescribing and administering psychotropic medications. Physician Assistants can administer psychotropic medication under the supervision of psychiatrists. Therefore, increasing the numbers of physician assistants with mental health expertise is an effective workforce development strategy for addressing the above shortages in community public mental health.

This will assist DMH and OSHPD in addressing the shortage of providers who can administer psychotropic medications by augmenting the OSHPD-administered Song Brown Physician Assistant Program.

**III. Statement of Work**

A. Parties agree to provide the services as specified in the attached **Exhibit A**, Work Plan for the Mental Health Services Act/Office of Statewide Health Planning Department (MHSA/OSHPD) MOU. The work plan will be updated annually.

**B. Reporting Requirements**

1. OSHPD shall provide, at least annually or more frequently if specified, the following reports/updates to DMH:

- a. Contact list for both program and fiscal contacts. **Deadline: quarterly**
- b. Annual report on MOU related activities for the previous fiscal year. Format will be provided by DMH and agreed to by OSHPD. The annual report includes program and fiscal information. **Deadline: July 30**
- c. 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. DMH will provide OSHPD with sufficient notification (45 days) of such proposed reporting changes.
3. All reports must be submitted to the MHSA State Coordinator or his/her designee.
4. Reports to be submitted electronically in Microsoft Word 2007.
5. Information collected from the reports will be published by DMH and shared with the public.

C. Role of DMH and OSHPD Program Liaisons

1. DMH General Duties

- a. Be the primary contact for OSHPD on MHSA implementation in regard to this MOU
- b. Provide MHSA updates to OSHPD as needed
- c. Provide other necessary support to OSHPD in building a collaborative relationship in fulfilling the purpose of this MOU and the overall goals of MHSA.

2. OSHPD General Duties

- a. Be the primary contact for DMH on MHSA implementation in regard to this MOU
- b. Provide MHSA updates to DMH as needed
- c. Provide other necessary support to DMH in building a collaborative relationship in fulfilling the purpose of this MOU and the overall goals of MHSA.

D. Agency/Program Contacts

Both DMH and OSHPD will designate the following representatives to act in a liaison capacity throughout the term of this MOU:

**Department Representative**

<b>DMH Contact</b>	<b>OSHPD Contact</b>
Name: Denise Arend	Name: Angela L. Minniefield, MPA
Title: Deputy Director Community Services Division	Title: Deputy Director Healthcare Workforce Development Division
Address: 1600 9 <sup>th</sup> St., Rm. 150	Address: 400 R Street, Rm. 330
City, Zip: Sacramento, 95814	City, Zip: Sacramento, 95811
Phone: 916-654-3551	Phone: 916-326-3700
Email: Denise.Arend@dmh.ca.gov	Email: AMinnief@oshpd.ca.gov

**Program Liaison**

<b>DMH Contact</b>	<b>OSHPD Contact</b>
Name: Zoey Todd	Name: Konder Chung
Title: Chief Workforce Education and Training	Title: Chief Access to Care Section
Address: 1600 9 <sup>th</sup> St., Rm. 250	Address: 400 R Street, Rm. 330
City, Zip: Sacramento, 95814	City, Zip: Sacramento, 95811
Phone: 916-654-3551	Phone: 916-326-3706
Email: Zoey.Todd@dmh.ca.gov,	Email: KChung@oshpd.ca.gov

**IV. TERM**

The term of this MOU is FY 2008/09-2010/11.

**V. GENERAL PROVISIONS**

- A. The work plan must be updated annually by both DMH and OSHPD. It may also be amended at any time by written mutual consent of both parties. All updates shall be in writing.
- B. If any additional Budget Change Proposals (BCPs) are required to implement this MOU, OSHPD 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 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 OSHPD's request for funding under MHSA.

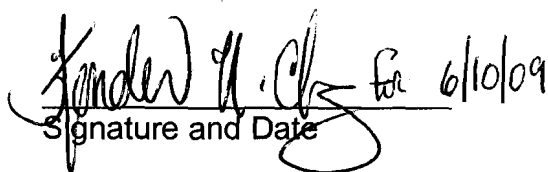
Draft BCPs or Spring Finance Letters shall be submitted to Debbie Manas, Community Services Division, 1600 9<sup>th</sup> Street, Room 150, Sacramento, CA 95814, [Debbie.Manas@dmh.ca.gov](mailto:Debbie.Manas@dmh.ca.gov) and Konder Chung, Chief, Access to Care Section, 400 R Street, Suite 330, Sacramento, CA 95811, [KChung@oshpd.ca.gov](mailto:KChung@oshpd.ca.gov). The BCPs and Spring Finance Letters that were submitted to DMH to implement this MOU are included as Exhibit A.

- 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 OSHPD 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.

D. Funding for this MOU shall be subject to the provisions set forth in Welfare and Institutions Code 5891 regarding non-supplantation.

E. This MOU is not effective until signed by both parties.

 for 6/10/09  
Signature and Date

ANGELA L. MINNIEFIELD, MPA  
Deputy Director  
Healthcare Workforce Development Division

 6-1-09  
Signature and Date

DENISE M. AREND  
Deputy Director  
Community Services Division

**Exhibit A**  
**Work Plan for MHSA/OSHPD MOU 2008-09**

Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
<b>Goal 1:</b> <b><i>Continue efforts to obtain Mental Health Professional Shortage Area (MHPSA) designations statewide</i></b>				
<u>Objective:</u> Identification of MHPSAs				
<u>OSHPD Activities:</u>				
<ul style="list-style-type: none"> <li>• Attend stakeholder meetings and present information relevant to the MHPSA application process and benefits</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Explain the process of creating and submitting the various kinds of MHPSA applications</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Review applications as they are being assembled</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Review applications once they have been formally submitted to OSHPD in a timely manner</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• If the application for designation does not meet federal criteria, provide the applicant in the Medical Service Study Area (MSSA)<sup>1</sup> the opportunity to revise the application</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Provide DMH and/or County/MSSA stakeholders with training and technical assistance</li> </ul>	ongoing	OSHPD	DMH	

<sup>1</sup>An MSSA is a sub-county or sub-city area which composed of one or more complete census tracts within a county. MSSA definitions are adopted by the California Healthcare Workforce Policy Commission. These MSSAs are recognized by HRSA's Office of Shortage Designation as rational service areas.

**Exhibit A**  
**Work Plan for MHSA/OSHPD MOU 2008-09**

Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
as well as pertinent information that will assist in application revisions				
<ul style="list-style-type: none"> <li>• Provide DMH and/or County/MSSA stakeholders with technical assistance as it pertains to completing NHSC Recruitment and Retention Assistance Applications</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Periodically update OSHPD_Dashboard<sup>2</sup> and share data with DMH</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Generate in electronic and hard-copy format detailed maps of California with DMH-requested map overlays included on an as-needed basis</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Inform DMH staff of any upcoming State Loan Repayment Program site visits to MHPSAs. DMH staff, using DMH funding, will be provided the opportunity to accompany OSHPD staff on these visits.</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Consider whether the County and/or MSSA are utilizing funds in accordance with federal guidelines and the principles and values of MHSA as part of the site visit</li> </ul>	ongoing	OSHPD	DMH	

<sup>2</sup> The OSHPD\_Dashboard is an Access database that contains demographic and other pertinent information about counties and MSSAs. This information is presented in such a way that it is relatively straightforward to transfer the information to an application for designation.

**Exhibit A**  
**Work Plan for MHSA/OSHPD MOU 2008-09**

<b>Goals, Objectives and Activities</b>	<b>Due Date</b>	<b>Primary Resp.</b>	<b>Support Role</b>	<b>Comments/Status</b>
<ul style="list-style-type: none"> <li>Inform DMH staff of any upcoming trainings being hosted by OSHPD staff regarding the Shortage Designation Program</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>SDP trainings will include public mental health stakeholders</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Provide DMH, counties, and community-based organizations with continued technical assistance on what federal funding opportunities are available for providers located in MHPSAs and how to access them</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Include DMH and public mental health stakeholders in meetings pertaining to workforce development</li> </ul>	ongoing	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Emphasize the need for educating the public mental health workforce at stakeholder meetings</li> </ul>	ongoing	OSHPD	DMH	
<b>DMH Activities:</b>				
<ul style="list-style-type: none"> <li>Assist counties, local communities, providers, and individuals with preparation of applications for designation as MHPSAs</li> </ul>	ongoing	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Interface with OSHPD to facilitate and streamline the application process</li> </ul>	ongoing	DMH	OSHPD	

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**Work Plan for MHSA/OSHPD MOU 2008-09**

Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
<ul style="list-style-type: none"> <li>Provide technical assistance to OSHPD on an as-needed basis in the processing of MHPSA applications</li> </ul>	ongoing	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Correspond as needed with the Health Resources and Services Administration (HRSA) Office of Shortage Designation to provide background and to answer questions on MHPSA applications</li> </ul>	ongoing	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Interface with other federal entities to determine the benefits of designation and how local entities can apply for those benefits</li> </ul>	ongoing	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Document and publicize the designation process and its benefits as it applies to MHPSAs</li> </ul>	ongoing	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Provide counties with technical assistance on what federal funding opportunities are available and how to access them</li> </ul>	ongoing	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Provide counties and OSHPD with information that could assist counties and OSHPD with calculating an appropriate provider to population ratio</li> </ul>	ongoing	DMH	OSHPD	

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**Work Plan for MHSA/OSHPD MOU 2008-09**

Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
<b>Goal 2:</b> <b><i>Implement a Song-Brown Physician Assistant Mental Health (PA MH) Special Program</i></b>				
<b>Objective:</b> OSHPD will work with DMH to implement a Song-Brown Physician Assistant Mental Health (PA MH) Special Program				
<b>OSHPD Activities:</b>				
<ul style="list-style-type: none"> <li>• Send out contact letters to Physician Assistant Program Directors seeking volunteers for the Song-Brown Physician Assistant Mental Health (PA MH) Task Force</li> </ul>	AUG 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Finalize task force Members and complete paperwork for reimbursements</li> </ul>	AUG 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Send out notification letters to task force Members</li> </ul>	SEP 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Finalize material for the task force meeting</li> </ul>	SEP 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Send out meeting material to task force members</li> </ul>	SEP 2008	OSHPD	DMH	

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Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
<ul style="list-style-type: none"> <li>• Convene Song-Brown PA MH Task Force to:               <ul style="list-style-type: none"> <li>○ Review RFA Language</li> <li>○ Determine program criteria applicable to Physician Assistant Programs</li> <li>○ Determine funding allocations for Special Program criteria</li> <li>○ Review MHPSAs</li> <li>○ Make recommendations regarding Special Program criteria, funding amounts, and MHPSAs.</li> </ul> </li> </ul>	OCT 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Finalize the RFA draft based on Song-Brown PA MH Task Force recommendations</li> </ul>	OCT 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Convene the second Song-Brown PA MH Task Force meeting</li> </ul>	NOV 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>• Presentation by Task Force Chair to California Healthcare Workforce Policy Commission (Commission) regarding the Song-Brown PA MH Special Program RFA</li> </ul>	NOV 2008	OSHPD	DMH	

**Exhibit A**  
**Work Plan for MHSA/OSHPD MOU 2008-09**

Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
<ul style="list-style-type: none"> <li>Approve the Song-Brown PA MH Special Program RFA</li> </ul>	NOV 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Release the Song-Brown PA MH Special Program RFA to California Physician Assistant Mental Health Programs with application deadline of JAN 14, 2009</li> </ul>	NOV 2008	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Complete the staff analysis of received applications.</li> </ul>	FEB 2009	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Mail the results of staff analysis to Commission members and applicants</li> </ul>	MAR 2009	OSHPD	DMH	
<ul style="list-style-type: none"> <li>The Commission convenes a funding meeting during which the PA MH Special Program applicants make a presentation highlighting their proposal. The Commission then makes their funding recommendations to the OSHPD Director.</li> </ul>	MAR 2009	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Write contracts for awarded Song-Brown PA MH Special Programs and send contracts to programs for signature</li> </ul>	APR 2009	OSHPD	DMH	

**Exhibit A  
Work Plan for MHA/OSHPD MOU 2008-09**

<b>Goals, Objectives and Activities</b>	<b>Due Date</b>	<b>Primary Resp.</b>	<b>Support Role</b>	<b>Comments/Status</b>
<ul style="list-style-type: none"> <li>Secure approval of contracts by OSHPD Contracts Office and DGS Legal</li> </ul>	JUN 2009	OSHPD	DMH	
<ul style="list-style-type: none"> <li>Ensure the effective date of Song-Brown PA MH Special Program contracts is Jul 1, 2009 – Jun 30, 2011</li> </ul>	JUN 2009	OSHPD	DMH	
<b>DMH Activities:</b>				
<ul style="list-style-type: none"> <li>Convene a meeting with mental health stakeholders to develop suggested criteria for the RFA to be administered by the OSHPD Healthcare Workforce Development Division (HWDD) and Song-Brown Program staff</li> </ul>	OCT 2008	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Provide recommendations for RFA criteria to HWDD/Song-Brown Program</li> </ul>	OCT 2008	DMH	OSHPD	

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Goals, Objectives and Activities	Due Date	Primary Resp.	Support Role	Comments/Status
<ul style="list-style-type: none"> <li>Provide a recommendation for DMH stakeholders that will be part of the Song-Brown PA MH Task Force to develop the Song-Brown PA MH Special Program</li> </ul>	OCT 2008	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Provide technical assistance regarding staff analysis of Song-Brown PA MH Special Program applications</li> </ul>	FEB 2009	DMH	OSHPD	
<ul style="list-style-type: none"> <li>Provide technical assistance in incorporating public mental health workforce needs in any designation (State or federal) that is associated with the Song Brown Program.</li> </ul>	ongoing	DMH	OSHPD	

