TEAM KENTUCKY®

CABINET FOR HEALTH AND FAMILY SERVICES

**DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITES**

RPC Spending Plan, Program Budget & Financial Report, Staffing Form, and Materials Form Instructions

Regional Prevention Center Reporting Notes

- The *Spending Plan*, *Program Budget and Financial Report (PBFR)*, and *Staffing Form* have seven (7) potential funding streams from DBHDID. The Staffing Form includes an additional category for funding not supplied by DBHDID. *For each category*, figures (dollar amounts) should be entered according to which funding stream supplies the money.

  o The funding streams supplied by Substance Use Disorder (SUD) are 1) TNA8 RPC Block Grant, 2) TNAA State General Funds, 3) TNPS Partnerships for Success 2023, and 4) TNBU SOR IV.

  o The funding streams supplied by Mental Health (MH) are 1) TPE9 Youth Suicide Prevention Grant, 2) TPUS Kentucky Strategic Suicide Prevention Project (KYSSPP), and 3) TPE8 Mobile Crisis Services.

- Figures (and categories) for SUD/MH supplied funding on Spending Plan (110B), PBFR (110C) and Staffing Form (110D) should match. The Salary and Fringe totals from Lines 48 and 49 on the 110D should be transferred to Line 17 and 18 on the 110B.

  The Salary and Fringe totals, along with totals from Lines 193-196 (Support), 198-200 (Workforce Development), 202-203 (Implementation), 207 (Subcontracts) and 210 (Admin) on the 110B should transfer to the corresponding items on the 110C (Report Columns B, C, D, E, F, G and H – Lines 19-20, 22-30, and 32-33).

  {NOTE: Form 110C Report column headings of B through H correspond with Excel column headings D through J.}

- Start the budgeting process with the Staffing Form (110D), then complete the 110B, and finally the 110C.

Instructions for Spending Plan (110B)

1. & 2. Personnel & Fringe Benefits

For each funding category, enter the total annual salary and fringe benefits and Full Time Equivalents (FTE) from the totals provided on the RPC Staffing Form **(Form 110D, lines 48 and 49, unless you add additional lines to the form)**.

3. Operating

Three main sub-categories:

1. Support Services – 3.a. through 3.d.
2. Workforce Development – 3.e. through 3.g. – these items are for staff development. They do not include community trainings. Include community trainings in Implementation.
3. Implementation – 3.h. and 3.i.

Operating Notes:

- Support Services: **SOR IV** (TNBR) and **Partnerships for Success 2023** (TNPS) may only be used for Supplies (3.a.). They may **not** be used for **Equipment** (3.b.), **Facilities** (3.c.), or **Utilities** (3.d.).

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- Workforce Development: **SOR IV** (TNBR) and **Partnerships for Success 2023** (TNPS) may only be used for In-State Training/Meetings (3.e.). They may **not** be used for **Out of State Training** (3.f.) or **Dues** (3.g.).

- **Other grant funding may have similar restrictions to SOR IV (TNBR) and Partnerships for Success 2023 (TNPS) for which only specific categories of expenses are allowed. RPC staff should consult with DBHDID staff when there are questions about allowable expenses.**

- If an item is listed in Operating on the Spending Plan, it should not be listed as a Subcontract on the PBFR.

4. Subcontracts

Complete *Purpose of Contract*, *Contract With*, *Computation*, and dollar amount in the appropriate funding column for any subcontracts.

- **SOR IV** (TNBR) funding may <u>not</u> be used for **Subcontracts**.

5. Region-Wide Admin Support

- <u>**Utilize your agency-negotiated administration rate for all funding sources except SOR IV. SOR IV Admin Support is limited to 10% by SAMHSA.**</u>

- Input the percentage value in the designated cell, D180. Once this value is entered, the Admin Support totals will calculate, and the totals will be displayed on line 181.

Budget Summary

This self-completes from the totals for each category on the Spending Plan. **The budget summary is in the format needed to complete the PBFR (110C) and totals must be transferred and should match.** (Transfer these totals to columns B, C, D, E, F, and G – Lines 19-20, 22-30 and 32-33 on the 110C).

{NOTE: Form 110C Report column headings of B through G correspond with Excel column headings D through I.}

Instructions for PBFR (110C)

<u>**Transfer the numbers from the Budget Summary of the Spending Plan (110B) (lines 186, 189, 193 – 203, 207, and 210) to the 110C Program Budget and Financial Report.**</u>

- Enter the *categories and figures* from the Spending Plan (110B) Budget Summary. Do not change the categories or re-distribute them.

- Cell D13 (located on the line just below *Submitter Email*) is unlocked to allow the user to freeze this cell, which will lock the <u>Category</u> column in place. Once this cell is locked, the user will still be able to view the categories while entering the current period and YTD expenses.

  <u>Instructions to freeze cell D13:</u>

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- o After completing the *Phone Number* in the Reporting Information section, tab to the next cell, which will be D13.

- o <u>Before freezing the cell</u>, scroll the page down so that the categories are visible and the Reporting Information section is not visible, because the cell will freeze both horizontally and vertically.

- o Select the View tab from the Ribbon at the top of the screen.

- o Select the Freeze Panes button, then select Freeze Panes.

The user should now be able to scroll left and right while the Category column is still visible.

Instructions for Staffing Form (110D)

The Staffing Form should be submitted during the Plan and Budget period via the Central Login system on the DBHDID website. In most cases, the financial team at the CMHC will handle the submission process, but the RPC Director should ensure it is filled out correctly.

After the initial submission, the Staffing Form should be submitted to the Prevention Branch Manager or designee by email within 30 days of a new hire (do not submit a revised form when someone leaves, only when the position is refilled). **Per the contract, the Prevention Manager or designee must be notified of all new hires prior to an official offer.** The Staffing Form must be resubmitted within 30 days of that new staff member starting in the position.

<u>Specific instructions for each column include:</u>

- **Column 1 –** Type the staff members' names in this column.

- **Column 2 –** Using the drop down-menu, select the staff members' position description.

- **Column 3 –** Type the staff members' date of hire.

- **Column 4 –** Type the date the staff member acquired their Certified Prevention Specialist (CPS) certification. If the staff member does not have their CPS, type NA.

- **Column 5 –** Type the date of the staff member's most recent Certified Prevention Specialist recertification. If the staff member does not have their CPS or they have not recertified, type NA.

- **Column 6 –** Indicate the total number of hours the staff member works each week, **from all funding sources even if it is not one of those included on this form.**

- **Column 7 –** Put the percentage of time the employee works in prevention and is funded through the specific funding streams from the Department. **This column is the percentage of time that is covered by state-supplied prevention funding only.** (Block Grant (TNA8), State General Funds (TNAA), Partnerships for Success 2023 (TNPS), SOR IV (TNBU), Youth Suicide Prevention Grant (TPE9), KSSPP (TPUS), and Mobile Crisis Services (TPE8).) It does not include time that is covered by outside sources. {For example, 30 hours of time for Joe Smith is paid from Block Grant, 5 hours from KSSPP and 5 hours by a local ASAP board. For a 40-hour week, 87.5% of this

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person's time is available to prevention through the state provided funds (40 minus 5 hours paid by ASAP = 35 hours/40hours = 87.5%).}

- **Column 8 –** This column will auto calculate.

- **Column 9 –** This column will auto calculate.

- **Column 10 –** Identify the dollar amount of salary that is provided for this staff member from Block Grant (TNA8) funding.

- **Column 11 –** Identify the dollar amount of fringe that is provided for this staff member from Block Grant (TNA8) funding.

- **Column 12 –** Identify the dollar amount of salary that is provided for this staff member from State General Funds (TNAA).

- **Column 13 –** Identify the dollar amount of fringe that is provided for this staff member from State General Funds (TNAA).

- **Column 14 –** Identify the dollar amount of salary that is provided for this staff member from Partnerships for Success 2023 (TNPS) funding.

- **Column 15 –** Identify the dollar amount of fringe that is provided for this staff member from Partnerships for Success 2023 (TNPS) funding.

- **Column 16 –** Identify the dollar amount of salary that is provided for this staff member from SOR IV (TNBU) funding.

- **Column 17 –** Identify the dollar amount of fringe that is provided for this staff member from SOR IV (TNBU) funding.

- **Column 18 –** Identify the dollar amount of salary that is provided for this staff member from Youth Suicide Prevention Grant (TPE9) funding.

- **Column 19 –** Identify the dollar amount of fringe that is provided for this staff member from Youth Suicide Prevention Grant (TPE9) funding.

- **Column 20 –** Identify the dollar among of salary that is provided for this staff member from Kentucky Strategic Suicide Prevention Project (TPUS) funding.

- **Column 21 –** Identify the dollar among of fringe that is provided for this staff member from Kentucky Strategic Suicide Prevention Project (TPUS) funding.

- **Column 22 –** Identify the dollar among of salary that is provided for this staff member from Mobile Crisis Services (TPE8) funding.

- **Column 23 –** Identify the dollar among of fringe that is provided for this staff member from Mobile Crisis Services (TPE8) funding.

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- **Column 24** – Identify the dollar amount of salary that is provided for this staff member from Other Sources. This amount should represent the funding that is provided for any additional prevention time not covered by state-provided sources. {For example, Joe Smith works 40 hours but 5 of those are covered by ASAP funds. The cost of those 5 hours should be included here.}

    Please include salary paid through Kentucky Moms MATR in this column only if that staff member is also paid, in part, by Block Grant, State General Funds, Partnerships for Success 2023, SOR IV, Youth Suicide Prevention Grant, or KYSSPP. Do not include staff who are paid ONLY through Kentucky Moms MATR on this form.

- **Column 25** – Identify the dollar amount of fringe that is provided for this staff member from Other Sources using the same process as in Column 24. **Please include fringe paid through Kentucky Moms MATR in this column only if that staff member is also paid, in part, by Block Grant, State General Funds, Partnerships for Success 2023, SOR IV, Youth Suicide Prevention Grant, or KYSSPP. Do not include staff who are paid ONLY through Kentucky Moms MATR on this form.**

- **Column 26** – This column auto calculates. It includes salary from all sources.

- **Column 27** – This column auto calculates. It includes fringe from all sources.

- **Column 28** – This column auto calculates. It includes salary from all state-provided sources only, subtracting those in Column 22.

- **Column 29** – This column auto calculates. It includes fringe from all state-provided sources only, subtracting those in column 23.

- **Column 30** – This column represents the percentage of salary paid by the CMHC for retirement costs and included as part of fringe. {For example, if Joe Smith is paid $40,000 and his retirement costs an additional $20,000, the number in this column would be 50%.)

- **Column 31** – Indicate from the drop-down menu whether the employee's retirement is in the **state** system or **other** system.

- **Column 32** – Indicate the total number of years this person has worked in substance use prevention.

- **Column 33** – Indicate the total number of years, or portions, the person has worked at the RPC. {For example, if a staff member has been employed six months at the time of submission, enter .5.}

- **Column 34** – Indicate from the drop-down menu, the highest level of education the staff member has completed.

- **Column 35** – Type the last date of employment at the RPC. (This will only be completed for staff members who leave during the fiscal year. It will be blank on the initial submission.)

Transfer the totals from Lines 48 (Salary) and 49 (Fringe) Columns D-J of the 110D to the appropriate columns on Line 17 (Salary) and Line 18 (Fringe) Columns E-K on the 110B RPC Spending Plan.

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Instructions for Materials Form (110E)

This form is not due until the end of the 1st quarter. It is not due with the plan/budget.

Complete the Materials Form on a quarterly basis, providing a list of materials (flyers, posters, PowerPoints, videos, toolkits, etc.) created during that quarter. If there are questions about whether to include an item, please reach out to the DSUD RPC Liaison.

Upload a digital copy of all items to the digital management system. Only one iteration of an item is needed. For example, a brochure with local KIP data that is revised for each county in the region only needs to be listed one time on the Materials Form.