TEAM KENTUCKY®

CABINET FOR HEALTH
AND FAMILY SERVICES

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

Instructions for MH Financial Planning and Implementation Report

Please use Form 117 to report your planned expenditures for mental health services as allocated on your Notice of Available Regional Funding (NARF) and as described in your Plan and Budget application documents.

Also, use Form 117 quarterly to report your region's actual expenditures by each funding category and by each service category. This should include the full contracted amounts, including any contract modifications applicable to the quarter for which you are reporting actual expenditures. Please enter the amount for the 1st quarter and underline cumulatively each subsequent quarter.

Please identify the specific mental health services that you plan to fund for the coming state fiscal year (SFY) and those that are actually spent during the applicable quarter/year-to-date. CMHCs may move funds between line items within the funding category (TPAA, TPAV, etc.) indicated on the Mental Health Notice of Available Regional Funding (NARF) if the change is no more than 10% and approval from the Program Administrator, Director, or Assistant Director is received in advance. CMHCs may **not** use restricted SED funds for SMI programs or vice versa, but you may realign funding within each restricted broad category. CMHCs may **not** move funds from other discretionary grant funds (GLS, KY SIX, etc.) and may **not** move MHBG Set Aside for Early interventions for First Episode Psychosis (iHOPE), PATH funds, or High Fidelity Wraparound funds.

DIVERTS

DIVERTS Spending Plan (Submitted on Form 117 for Plan and Budget)

1) The DIVERTS funding amounts that are listed on your CMHC Contract's Attachment B should be identified in Column E (RESTRICTED MH Funds-State and Agency).

2) Enter MH Block Grant funds allocated for In-reach, ACT, Peer Support, Supportive Housing, Supported Employment and other DIVERTS Services under DIVERTS in Column B (CMHS Federal MH Block Grant Funds).

DIVERTS Expenditure Reporting (Submitted on Form 117 Quarterly)

1) Enter DIVERTS (state general funding) expenses in Column E for the appropriate quarter.

2) Enter MHBG (federal funds) expenses in Column B for the appropriate quarter.

Crisis Services

1) Crisis Services funds cover a combination of traditional crisis service delivery (stabilization, mobile crisis, jail training and consultation, and call centers).

2) All expenditures to enhance and expand 988 services should be included on Line 30 of the 117 for both planning and expenditure purposes. The 988 Implementation/Follow-up lines on the NARF under Mental Health provides a breakdown of the available funding sources for 988 enhancements and expansions.

3) Any call center expenses that are not related to 988 enhancements or expansions should be captured on Line 25 of the 117, Call Center Services.

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Instructions by Column

If a category does not pertain to your region, please leave it blank or enter zero.

Column A: Identify services for which funds are to be used are listed within broad categories. For example, the first broad category listed on the form is Crisis Services. Some categories are all-inclusive and can be completed using just one line. Others will include several funding sources. Please refer to the section of the contract that outlines what services are allowable for expenditure of DBHDID funds. If the service for which you are utilizing funds is not listed, please identify those services in the "other" lines that are available in that category (Crisis, SMI, SED, etc.)

Column B: Complete this column with your proposed expenditures of Community Mental Health Services (CMHS) Block Grant (TPAV) only (also known as regular block grant). Please note the total for this column should not exceed the amount indicated as CMHS Block Grant Funds (TPAV) on your CMHC Contract's Attachment B.

Column C: Complete this column with your proposed expenditures of Bipartisan Safer Communities Act (BSCA #3 – TPPA) MHBG funding only. Please note the total for this column should not exceed the amount indicated as BSCA #3 TPPA) funds on your CMHC Contract's Attachment B.

Column D: Complete this column for all Mental Health federal funds **other** than CMHS Block Grant funds. Please note that the total for this column should not exceed the amount indicated as federal funds other than CMHC Block Grant on your CMHC Contract's Attachment B. Examples to be reported in this column include PATH (Regions 4, 6, 7, 12, 13 & 15), KY SIX (All Regions). *Federal funds that are awarded to the CMHC directly (and not through DBHDID) should not be reported on Form 117.*

Column E: Complete this column for all state general and agency Mental Health funds.
Note: The total for column E should not exceed the amount of general and agency funding on your CMHC Contract's Attachment B. State general or agency funds that you may receive from Departments/external sources other than DBHDID should not be reported on Form 117.

Column F: Complete this column for all Mental Health Unrestricted funds which are identified on your NARF.

Column G: This column is the total of columns B, C, D, E, and F.

New Sections

CRISIS SERVICES includes several newer categories. Please note the following:

- **Crisis – General** reporting (line 29) should include State General Fund (TPAA); State Funds for Decriminalization – Crisis Services only (TPA1); and MHBG (TPAV) reporting only. Please report these expenditures throughout the various categories under the Crisis Section, such as Crisis Stabilization Unit, Mobile Crisis, Call Centers, etc. These should be reported under Columns B and E accordingly. Do not include funds used for 988 implementation and follow up on 988 calls here. Those are reported on line 30.   Also, do not include Decriminalization (TPA1) funds allocated for Interface with Criminal Justice here. Those are reported on lines 37 and 38 in the "Interface with Criminal Justice" section.

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- **988 Implementation/Follow Up** reporting (line 30) should include 988 Implementation Funds (TPE7) reported under Column E. The following funds expended for 988 Implementation/988 follow up ONLY should also be included on this line: TPAV, and TPUX should be reported in the appropriate column.

BSCA #3 (MHBG Bipartisan Safer Communities Act) (line 42) is a new section. Please report expenditures for the designated specific line items under Column C only. Please refer to contract language for details on specific line items. Please note that the BSCA #3 allocation/expenditures for RIAC Youth Engagement should also be included on Form 131.

Expenditure Reporting for Multi-funded Services

For all multi-funded services, please report expending funds in the following order: State General Funds; Regular Block Grant (TPAV); Other Federal Funds; Agency Funds.

For additional questions, please contact Joy Botkins at Joy.Botkins@ky.gov.

Form 117 Functional Updates

- All Excel forms now include an *Instructions* worksheet/tab. This document, *117A-MH Financial Planning and Implementation Report*, is now embedded on the Instructions worksheet for easier referral if needed when completing the 117 report.

- Funding columns not allowed for a particular program/service are now locked (and shaded dark blue).

- The merged cell located directly under the column headings (line 19) is now unlocked. This will allow the user to freeze this line so that the column headings remain visible while completing the form. To freeze this cell, do the following:

  - After completing the **Submitter's Phone Number** in the *Reporting Information* section, tab to the **next cell (row 19)**.

  - Before freezing, **scroll the page up so that the funding column headings are visible at the top of the screen**, allowing more lines of the report to be visible instead of the *Reporting Information* section.

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

  - Select the **Freeze Panes button**, then select **Freeze Panes**. The user should now be able to scroll up and down the page while the funding column headings are still visible.