TEAM KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES

DEPARTMENT FOR BEHAVIORAL HEALTH, DEVELOPMENTAL AND INTELLECTUAL DISABILITES

IMPACT Region-Wide RIAC Funds Instructions

General Instructions:

All regions must submit *Form 131-IMPACT Region-Wide Funds* as a planning tool with their Plan and Budget Application in **April** and as an implementation report **semi-annually by January 31st and July 31st.**

- Form 131 shall be
  - Completed by the community mental health center (CMHC);
  - Reviewed and approved by the RIAC majority;
    - During Plan & Budget: The CMHC and the RIAC must collaborate to determine appropriate allocation/expenses deemed necessary to support the RIAC as the regional governing body of the system of care. Allocations shall be under the purview of the RIAC.
      - DBHDID's Notice of Available Regional Funding (NARF), sent under separate cover to the CMHC, provides information regarding the total minimum allocation for each RIAC.
    - Semi-annually: The Local Resource Coordinator (LRC) shall share the completed form with the RIAC for review and approval.
    - Additionally, anytime a majority vote is needed by the RIAC to support changes in allocations for the funding of RIAC projects and/or RIAC parent representatives, youth representatives, and/or their alternates in leadership development opportunities or activities/meetings relevant to the work of RIAC and system of care efforts.
    - Notation of such discussion shall be documented in RIAC meeting summaries/minutes. If the RIAC designates this oversight to the LIAC(s), notation should also be documented in the RIAC minutes.
  - Signed by the LRC signifying RIAC majority approval prior to DPR submission; and
  - Uploaded into the DPR system by the CMHC designee at the timeframes stated above.
- Data should be entered in the shaded areas only.

Form 131 includes the following sections:

1) Personnel and Fringe for RIAC/LIAC staff
2) RIAC/LIAC Parent & Youth Representatives and Alternates
3) RIAC Infrastructure Support (if applicable)
4) Region-Wide Administrative Costs (if applicable)

Section Instructions:

1) Personnel and Fringe:

List the funds used to support in part or whole the personnel cost associated with the LRC

who staffs the RIAC, or others who assist with the operation of RIAC. This section is completed by the CMHC.

2) RIAC/LIAC Parent & Youth Representatives and Alternates Allocations/Expenses:

- RIAC/LIACs are required to provide, at minimum, $50 in compensation to each parent and youth representative and/or their alternates for each RIAC/LIAC meeting they attend. Therefore, DBHDID, upon recommendation of the SIAC, requires that CMHCs allocate a minimum of $2,400 each fiscal year, allowing the RIAC to compensate parent and youth representatives and their alternates for monthly RIAC meeting participation. These funds ensure family and youth participation in all levels of regional system of care planning, implementation, and evaluation. For regions with LIACs, this amount will be higher to include supporting family and youth representatives and their alternates on each LIAC.
- The RIAC, with the approval of the CMHC, should budget additional funds to support RIAC parent and youth representatives and their alternates for:
  - mileage reimbursement for RIAC meetings
  - regional family and youth leadership development opportunities, such as training for emerging family and youth leaders in the community including registration fees, time and travel expenses at the request/approval of the RIAC/LIAC
  - childcare expenses incurred during RIAC meetings as approved by the RIAC
  - parent participation on F.A.I.R. Teams at the request/approval of the RIAC/LIAC
  - the attendance of parent and youth representatives and/or their alternates to relevant activities/meetings at the request/approval of the RIAC/LIAC (e.g. community meetings, trainings, etc.)
- A RIAC may designate compensation greater than the required minimum. The process for this policy should be included in the respective RIAC's/LIAC's policy and procedures manual and be accessible to any party upon request.
- Please note: Reallocation of funds in this section requires discussion and majority vote of the RIAC. Any changes should be documented in the RIAC meeting minutes/summaries and include how the reallocated funds will be used to support RIAC parent and youth representatives. Reallocation of funds from this section to another section of the Form 131 requires approval from the Division of Mental Health (DMH). DMH reserves the right to decline reallocation of the funds to areas that do not support RIAC parent and youth reps and/or regional system of care efforts.

3) RIAC Infrastructure Support:

- In the RIAC infrastructure Support column, list program expenses supported by the RIAC's/LIAC's allocated funds that the RIAC expects to spend in this category during the state fiscal year (e.g. RIAC projects that support components of the Action Plan and/or regional system of care efforts, meeting space, refreshments, etc.). Please note that RIACs have the

option to request additional funds through the community mental health center to support components listed in the RIAC Action Plan.

- Details of expenditures must be shared with the RIAC, at minimum, during semi-annual expense report reviews and/or any time the RIAC votes to utilize the funds.
- By January 31st and July 31st, report on *Form 131-IMPACT Region-Wide RIAC Funds*, all expenses related to RIAC/LIAC Infrastructure Support.

4) Region-Wide Administrative Cost:

- In the RIAC Allocation column, based on the region-wide administrative rate approved by the DBHDID Division of Administration and Financial Management (A&FM), list the amount the RIAC expects to spend in this category during the fiscal year. This section is completed by the CMHC.
- By January 31st and July 31st, report on *Form 131-IMPACT Region-Wide RIAC Funds*, all region-wide administrative costs.

GRAND TOTAL:

- This section is completed in Excel and will automatically generate section totals as well as the Grand Total.
- This form also automatically generates the percentage of allocation expended once the information is entered.
- Include the total RIAC allocation on the *MH Financial Planning and Implementation Report* (Form 117). If your region allocates additional funds to the RIAC, include that amount in the appropriate column. Actual expenditures shall also be reported on the *MH Financial Planning and Implementation Report* (Form 117), on a quarterly basis.

Expenses for anything other than the identified categories above should not be allocated or reported on *Form 131-IMPACT Region-Wide RIAC Funds*.

IMPACT Region-Wide RIAC Funds Year-End Expenditures Report:

The ***Year-End Expenditures Report*** is an addendum to the Form 131. This additional worksheet/tab is intended to give a more accurate accounting of the costs associated with the RIAC.

- The *Year-End Expenditures Report* worksheet should only be completed at the fiscal year-end.
- Enter information in the shaded areas only.
- **Planned Expenditures** dollar amounts are auto filled from the *Budget and Expense Report* worksheet of the form.
- **Actual Expenditures** dollar amounts are auto filled from the *Budget and Expense Report* of the form.
- **Year-End Total Difference** in column L is automatically generated.

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- The line-item descriptions for Other Expenses in column A, Section 2, RIAC/LIAC Parent & Youth Representatives/Alternates, and Other RIAC Projects Support in column A, section 3, RIAC Infrastructure Support, are auto-filled from the *Budget and Expense Report*.
- **Funding Source** information is for the costs over and above the allocation amount. Please indicate the source of those funds, using the categories of:
  - TPBA (State General Funds/IMPACT)
  - TPAA (State General Funds/Mental Health)
  - TPAV (Federal Mental Health Block Grant)
  - Other (Please specify funding source)

Questions about *Form 131-IMPACT Region-Wide RIAC Funds* may be directed to Vanessa Brewer at (502) 782-0549 or by email at vanessac.brewer@ky.gov.