

DEPARTMENT FOR BEHAVIORAL HEALTH,  
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

## High Fidelity Wraparound (HFW) Allocation/Expense Report Instructions

### General Instructions

- All regions must submit *Form 141-IMACT High Fidelity Wraparound and Flex Funds for TCM* as a **planning tool** with their Plan and Budget Application and as an **implementation expense report** semi-annually (due by January 31<sup>st</sup> and by July 31<sup>st</sup>).
- The community mental health center's (CMHC's) finance officer and the children's services/programming directors must collaborate to determine appropriate allocations/expenses for the region.
- Please upload the completed Form 141 by January 31<sup>st</sup> for the first six months of the state fiscal year, and by July 31<sup>st</sup> for the last six months of the state fiscal year.
- Please enter data in the blue shaded areas only.

### Form 141 Categories

Form 141 includes the following categories:

- 1) Personnel and Fringe
- 2) HFW Implementation Expenses (Training, Data Collection, Fidelity Reviews, etc.)
- 3) Flexible Funds for SED TCM and for HFW
- 4) Region-Wide Administrative Costs (if applicable)

### Categorical Instructions

#### 1) Personnel and Fringe:

Funds in this category may be used to support in part or whole the personnel costs associated with a portion of the HFW Supervisor, Facilitators, or others that assist with the implementation of HFW or the implementation of TCM for SED.

#### 2) HFW Implementation Expenses:

Funds in this category may be used to support the CMHC's required tasks for implementing HFW services. Such activities include participation in training, coaching, webinars, learning collaboratives, focus groups, data collection, fidelity reviews, etc.

#### 3) Flexible Funds (recommend at least 15% of total HFW allocation):

- Each region shall have documented protocol for how Flexible Funds will be requested and allocated to specific staff to ensure that all community/other resources have been exhausted before the use of these funds is provided.
- The CMHC will need to enter data using Code 24 or 25 for expenditure encounters.
- Flexible funds shall be made available to purchase needed goods and services for children with SED who receive Targeted Case Management, including those who are served by HFW Facilitators. These funds shall be primarily related to the purchase of goods and services for a specific child being served or their immediate family. However, a portion may be used to

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support region or county-wide events geared towards the youth and families served with TCM/HFW or for outreach and program promotion.

- Flexible Funds may be used to support the provision of TCM or HFW services to an individual client for whom there is no payor source for the TCM service (Code 24).

### 4) Region-Wide Administrative Costs:

By January 31<sup>st</sup> and by July 31<sup>st</sup>, please report on Form 141, the region-wide administrative costs. This amount shall be taken from the total allocated for HFW.

### GRAND TOTAL:

- This section is completed in Excel and will automatically generate totals in each category as well as the Grand Total.
- Form 141 also automatically generates the percentage of the allocation expended once the information is entered.
- Please ensure that the totals on Form 141 coincide with the entries on the *MH Financial Planning and Implementation Report*, Form 117.

Expenses for RIAC/LIAC staff, parent stipends, or RIAC operation should be allocated or reported on **Form 131** rather than on Form 141.

## High Fidelity Wraparound (HFW) Year-End Expenditures Report

There is a second worksheet/tab that is an addendum to the *Budget and Expense Report*. The **Year-End Expenditures** worksheet is intended to give a more accurate accounting of the costs associated with High Fidelity Wraparound.

- Please enter information in the blue shaded areas only.
- The *Year-End Expenditures* sheet needs to be completed only at fiscal year-end.
- Planned Expenditures will autofill from the *Budget and Expense Report* sheet.
- Actual Expenditures will autofill from the *Budget and Expense Report* in the corresponding columns.
- 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 141 may be directed to Diane Gruen-Kidd at (502) 782-6165 or by e-mail at [Diane.Gruen-Kidd@ky.gov](mailto:Diane.Gruen-Kidd@ky.gov).