



## Meeting Minutes

Minutes Of: Services & Evaluation Committee Date: 4/24/24
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*Present:* Al Brassel, Steve Miller, Linda Butler, Leigh Carroll-Stump, & D. A. Longo

*Absent:* D. Kirshbaum, Roy Witham & R. Carpio.

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### 1. *Call to Order*

The meeting was called to order at 4:00pm

### 2. Leigh Carroll-Stump, Development and Communications Manager presented on Grants Management\Website.

Leigh gave a PowerPoint presentation on Grants currently received by CBH. She gave a thorough review of the grants and gave an overview of Exhibit D which outlines our responsibilities with grants received by the Department of Behavioral Health Development Disabilities

### 3. Meeting Schedule

The Committee next meeting will be on May 22, 2024.

### 4. *Adjournment*

The meeting was adjourned at 4:40 pm.

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Submitted by: D.A. Longo, Ph.D.

### **Next Meeting**

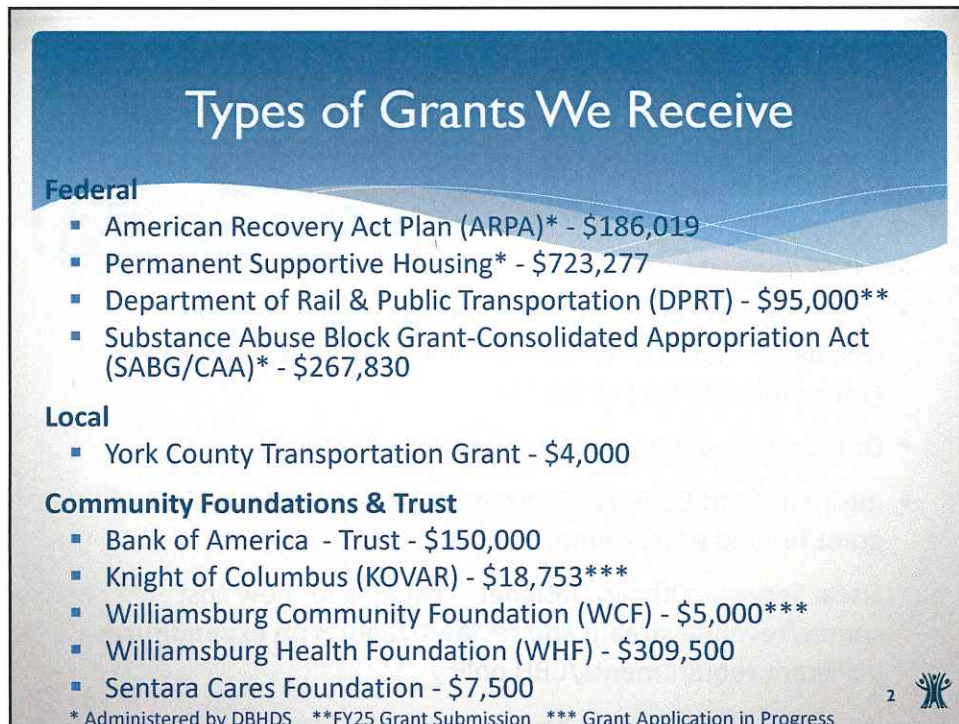
Date: May 22, 2024  
Time: 4pm  
Location: McLaws Board room



**Grants Management**  
Development & Communications



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**Types of Grants We Receive**

**Federal**

- American Recovery Act Plan (ARPA)\* - \$186,019
- Permanent Supportive Housing\* - \$723,277
- Department of Rail & Public Transportation (DPRT) - \$95,000\*\*
- Substance Abuse Block Grant-Consolidated Appropriation Act (SABG/CAA)\* - \$267,830


**Local**

- York County Transportation Grant - \$4,000

**Community Foundations & Trust**

- Bank of America - Trust - \$150,000
- Knight of Columbus (KOVAR) - \$18,753\*\*\*
- Williamsburg Community Foundation (WCF) - \$5,000\*\*\*
- Williamsburg Health Foundation (WHF) - \$309,500
- Sentara Cares Foundation - \$7,500

\* Administered by DBHDS \*\*FY25 Grant Submission \*\*\* Grant Application in Progress

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## Policy 74 – Grant Procedures

### Purpose:

- To centralize all grant activities for the agency;
- To enforce ownership, responsibility and realistic achievements;
- To reasonably ensure day-to-day programmatic oversight of all grant activities to support complete and accurate reporting, as required by grant sources;
- To reasonably ensure proper oversight of all grant funds
- To minimize CBH's risk of non-compliance with grant requirements;
- To reasonably ensure proper administration and accounting of all grants



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## Policy 74 – Grant Procedures

### Point of Contacts

- Grant Administrator (Development & Communications Manager) – Coordinates grant application process and all grant reporting for the agency.
- Director(s) – designates Internal Grant Contact
- Internal Grant Contact (Coordinator) – provides oversight of grant funded programmatic activities
- Fiscal Services Officer/Designee – establishes new cost center/revenue stream and reviews/reports on expenditures per grant requirements/CBH policy



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# RFP - Checklist

Department of Behavioral Health and Developmental Services (DBHDS)  
Enhanced Adolescent Focused Strategies for Substance Use Intervention Grant Program  
Fiscal Year 2022

<b>Key Information</b>	
Enhanced Adolescent Focused Strategies for Substance Use Intervention Grant Program	
Application Deadline	July 1, 2022 05:00 PM
Performance Period	July 1, 2022 - March 31, 2023
Award Amount	\$745,000 - depending upon the availability of funds and the quality of applications, DBHDS may receive three awards or more additional awards in subsequent years.
<b>Required Application Components</b>	
Proposals must be specific, clear, simple, and using plain language (no jargon), with all markings (left, right, top, bottom) in black ink on each submission email to <a href="mailto:John.McCoy@dmh.virginia.gov">John.McCoy@dmh.virginia.gov</a>	
<input type="checkbox"/> Project Summary/Abstract	30 lines of text
<input type="checkbox"/> Project Narrative	3 pages
The narrative includes the program strategy without overwriting details.	
<input type="checkbox"/> Scope of Problem	1 page (15 points)
<ul style="list-style-type: none"> <li>Severity and magnitude of the problem and how the applicant will identify and select interventions with demonstrated need to be served by the proposed plan</li> <li>Existing adolescent SUD treatment needs (5 points)</li> <li>Description of the community demonstrating need for enhanced interventions - disparity impact statement (5 points)</li> </ul>	
<input type="checkbox"/> Specific Aims	1 page
<ul style="list-style-type: none"> <li>Quantifiable Objectives</li> <li>Evaluation Plan</li> </ul> <p>The following Evaluation Plan components are required so that the Department can evaluate the success of the project:</p> <ol style="list-style-type: none"> <li>The number of youth served through screening, functional behavior assessment, and intervention services. A minimum of 20 youth should be served annually.</li> <li>The number of youth discharged from services indicating the success of discharge and how many of those were determined to be successful discharges.</li> <li>For C&amp;A: The C&amp;A-20 new intake, 1st month after service begins, and discharge from services. Any other equipment related to the C&amp;A's licensing requirement must also be completed.</li> <li>The number of substance use screenings.</li> <li>The number of needed services substance use services unavailable for 12 to 19 youth.</li> <li>The number of needed co-occurring services unavailable for 12 to 19 youth.</li> <li>The number of youth discharged from substance use intervention services for 12 to 19 youth.</li> <li>The number of youth discharged from substance use intervention services for 12 to 19 youth.</li> <li>The number of youth discharged from substance use intervention services for 12 to 19 youth.</li> <li>The number of youth discharged from substance use intervention services for 12 to 19 youth.</li> </ol>	

<input type="checkbox"/> 1. The number of referrals to treatment	2 pages (15 points)
<ul style="list-style-type: none"> <li>Project Services (10 points)           <ul style="list-style-type: none"> <li>Approach to provide SUD services (10 points)</li> <li>Revenue information/venue-level practices (5 points)</li> <li>Grant response plan (5 points)</li> <li>Number of substance use services (5 points)</li> <li>Cultural/language services (5 points)</li> <li>Length of program - not complete both (5 points)</li> </ul> </li> </ul>	
<input type="checkbox"/> 2. Budget Narrative	2 pages (10 points)
The applicant must provide a detailed project budget and narrative justification of the items included in the proposed budget, as well as a description of existing resources and other support you expect to receive for the proposed project. Other support is defined as funds or resources, whether federal, state, local, non-profit, institutional, and indirect costs. The indirect cost rate is 10% unless your grant has an approved rate with the state government. If you have an approved rate, you must provide your indirect cost rate agreement letter with your application. Indirect cost budget for a one-time cost. Funds cannot be used for vehicles, construction, and any renovation.	
<input type="checkbox"/> 3. Programmatic Details	2 pages
<ul style="list-style-type: none"> <li>Project Personnel (10 points)           <ul style="list-style-type: none"> <li>Key personnel (5 points)</li> <li>Priority key personnel, consultant, sub-contractors (5 points)</li> <li>Materials and resources (10 points)</li> <li>Existing collaborative structure - letter of commitment (5 points)</li> <li>Plan for continued support (5 points)</li> </ul> </li> </ul>	
<input type="checkbox"/> Letters of Support	2 pages
<ul style="list-style-type: none"> <li>DBHDS C&amp;A - see mission</li> <li>Heritage Development Center - see strategy</li> <li>Work location Department of Social Services - Margaret March 2022</li> </ul>	

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# DBHDS - Exhibit D

Document Envelope ID: 237749C2-7C74-4209-B1C5-08B81332E276

## Exhibit D: Colonial Behavioral Health Performance Measures for the Enhanced Adolescent Focused Strategies for Substance Use Intervention Contract No. D0597756

This Agreement is between the Department of Behavioral Health and Developmental Services ("DBHDS" or "Department") and Colonial Behavioral Health ("CBH" or "Subrecipient"), collectively hereinafter referred to as "the Parties". The parties have entered into this Agreement to govern certain activities and responsibilities required for operating or contracting the Enhanced Adolescent Focused Strategies for Substance Use Intervention (the "Program" or "Service"). This Agreement is attached to and made part of the performance contract by reference.

**Purpose**  
Colonial Behavioral Health Child & Adolescent (C&A) Services seeks to enhance our current substance use services by facilitating assessment and treatment training opportunities for C&A staff and community partners to develop a more integrated system of care for expanding early substance use detection, intervention and treatment. This is one-time Consolidated Appropriations Act funding ending March 2023.

**Term:** This Agreement shall govern the performance of the Parties for the period of July 1, 2022 through March 14, 2023 ("Period of Performance").

**A. Scope of Services:** The Colonial Behavioral Health - Child & Adolescent (C&A) Services Enhanced Adolescent Substance Use Intervention project will provide assessment and treatment modality training to C&A clinical staff and community partners in order to foster a more comprehensive substance use early detection, intervention and prevention system of care for youth living in the Greater Williamsburg area of Virginia.

**B. The CBH Responsibilities:** In order to implement the Enhanced Adolescent Focused Strategies for Substance Use Intervention program, the CBH agrees to comply with the following requirements:

- The CBH shall serve 75 youth aged 12-19 years old presenting with substance use and/or co-occurring mental health concerns, annually.
- The CBH shall provide two YSBIRT training and VMP education for 50 CBH staff, youth serving community members and pediatricians by March 2023.
- The CBH shall send four (4) C&A staff to the Summer Institute for Addiction Studies (SIAS), July 17-20, 2022.
- The CBH shall send seven (7) C&A staff to the National LGBTQ+ Health Conference, July 28-30, 2022.
- The CBH shall provide EMDR and Advanced Motivational Interviewing training for CBH Staff by March 2023.
- The CBH shall provide two Introduction Motivational Interviewing trainings for 50 youth serving community members by March 2023.
- The CBH shall provide Cognitive-Behavioral Intervention for Trauma (CBIT) in School & Support for Student Exposed to Trauma (SSET) trainings for local school personnel by March 2023.
- The CBH shall provide DBHDS reports following the below schedule.

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Central Behavioral Health - Wellness Support & Recovery Services

### Program, Project, Services Proposal

Instructions: Complete this form in its entirety and submit with an Administrative Services Request to Operations Management for new program(s), program expansion(s), changes/modifications and closing of current program(s).

**Project Lead:** \_\_\_\_\_ **Date:** \_\_\_\_\_

New  Expansion/Reduce  Add Location  Closure

Other (Specify): \_\_\_\_\_

Fast Track  (i.e., funding related, legal/regulatory related etc.) \_\_\_\_\_

**Program, Project, Service Summary**

Program, project, service name and location: \_\_\_\_\_

Projected start date: \_\_\_\_\_

Staff involved: \_\_\_\_\_

Meeting frequency and approximate length of time (hour): \_\_\_\_\_

**Project Planning**

Development & Communications: Intranet/website edits, marketing/outreach needs, grants management, reporting, etc.

\_\_\_\_\_

Status: Pending  In-Progress  Completed  Date: \_\_\_\_\_

Barriers/Updates: \_\_\_\_\_

Lessons Learned: \_\_\_\_\_

**Fiscal Services:** Billing, reimbursement, insurance, credentialing, etc.

\_\_\_\_\_

Status: Pending  In-Progress  Completed  Date: \_\_\_\_\_

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Central Behavioral Health - Wellness Support & Recovery Services

### Program, Project, Services Proposal

**Barriers/Updates:** \_\_\_\_\_

**Lessons Learned:** \_\_\_\_\_

**General Services - Facilities:** Facility/logistic needs, signage, keys, furniture, office supplies, etc.

\_\_\_\_\_

Status: Pending  In-Progress  Completed  Date: \_\_\_\_\_

**Barriers/Updates:** \_\_\_\_\_

**Lessons Learned:** \_\_\_\_\_

**General Services - Other:** Procurement, risk management, health and safety, accessibility, etc.

\_\_\_\_\_

Status: Pending  In-Progress  Completed  Date: \_\_\_\_\_

**Barriers/Updates:** \_\_\_\_\_

**Lessons Learned:** \_\_\_\_\_

**Health Information Management (HIM):** EHR documentation needs (scanning/attaching, paper charts), audits, subpoenas, etc.

\_\_\_\_\_

Status: Pending  In-Progress  Completed  Date: \_\_\_\_\_

**Barriers/Updates:** \_\_\_\_\_

**Lessons Learned:** \_\_\_\_\_

**Information Services:** Hardware, infrastructure, licenses, software, service orders, facility/units, documentation needs (new power forms, dot text phrases) etc.

\_\_\_\_\_

Status: Pending  In-Progress  Completed  Date: \_\_\_\_\_

**Barriers/Updates:** \_\_\_\_\_

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