



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-8 DATE 4/17/14  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 4/17/14  
Agenda Item #: R.8  
Est. Start Time: 11:05 am  
Date Submitted: 4/1/14

**BUDGET MODIFICATION: DCHS14-35 - Increasing the Department of County  
Agenda Human Services Mental Health & Addiction Services Division Federal/State  
Title: Fund appropriation by \$147,864.**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

Requested Meeting Date: Next Available Time Needed: 5 Minutes  
Department: DCHS Division: Mental Health & Addiction Services  
Contact(s): Ebony Clarke  
Phone: 503 988-8264 Ext. 88264 I/O Address: 167/1/520  
Presenter Name(s) & Title(s): Ebony Clarke, Senior Manager DCHS School Based Mental Health  
Jill Daniels, Manager 2 Health Department

## General Information

### 1. What action are you requesting from the Board?

The Department of County Human Services (DCHS), Mental Health & Addiction Services Division is requesting approval of budget modification DCHS14-35, which increases the Mental Health & Addiction Services Division Federal/State Fund appropriation by \$147,864 in new funding for capacity building School Based Health Clinics.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The Multnomah County Health department has been awarded expansion funds from the State of Oregon School-Based Health Center (SBHC) State Program Office of \$403,000 for the 2013-2015 biennium that will be transferred to DCHS for capacity building in the School Based Health Clinics in program offer #25075A School Based Mental Health Services. This funding will provide personnel to deliver mental health services to students who are uninsured or OHP eligible through existing school based health clinics. We estimate the increased capacity will assist 160 – 175 additional referrals over the 18 month award

period.

Two limited duration Mental Health Consultants (0.83 FTE and 0.50 FTE) will be added per Class Comp Requests 2408 and 2409. These positions will deliver services to school based clinics in 6 school districts in Multnomah County. Duties are to provide direct mental health services to schools, including determining the appropriate level of care and completing clinical documentation; provide coordination, planning and consultation of mental health services, including reviewing for diagnosis, appropriate level of care, available resources, and providing strategic intervention and collaborative strategies with community agencies and educational systems; provide prevention services and conduct training, including providing classroom and parent presentations, and facilitating of groups; and complete administrative tasks, including researching best practices and current trends. The duties, responsibilities and qualifications support that these positions are allocated to **Mental Health Consultant (6365)**.

This award also supports an increase of two existing positions. Annualized 0.20 FTE of a Psychiatrist (position 713603) and 0.25 FTE of a Mental Health Consultant (position 714909). The Psychiatrist position is currently budgeted as a 0.70 FTE. This position will now increase to 0.80 FTE (the 0.10 FTE in position savings of Multnomah Health Share funds is reallocated to Professional Services). The Mental Health Consultant will increase from a 0.50 FTE to 0.75 FTE for the award period.

**3. Explain the fiscal impact (current year and ongoing)**

Approval of this budget modification will increase the FY2014 budget for the Mental Health & Addiction Services Division by \$147,864. This funding will increase Personnel expenses \$131,399, Professional Services \$10,057, Central Indirect \$3,055 and Department Indirect \$3,353.

The remaining \$255,136 of the \$403,000 award funds these positions through FY2015.

The service reimbursement from the Federal/State fund to the risk management fund will increase by \$29,438. Service reimbursement from the Federal/State fund to the General fund will increase by \$3,055 (Central Indirect). Director's Office Professional Services budget will increase by \$3,353 (Department indirect).

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Budget Modification**

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If the request is a Budget Modification, please answer all of the following in detail:

- What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

Federal/State fund appropriation will increase by \$147,864. There is no CFDA number.

- **What budgets are increased/decreased?**

The FY2014 budget for Mental Health & Addiction Services Division School Based Mental Health Services, Program Offer # 25075A, will increase by \$147,864; \$141,456 in Personnel expenses, \$3,055 in Central Indirect and \$3,353 in Department Indirect expenses.

The FY2014 budgeted amount for Mental Health & Addiction Services Division Community Based Mental Health Services for Children & Families, Program Offer # 25067A remains unchanged, the decrease of \$10,057 in the Personnel budget (0.10 FTE annualized of the Psychiatrist position has been moved to Program Offer # 25075A) is reallocated to Professional Services.

The service reimbursement from the Federal/State fund to the risk management fund will increase by \$29,438. Service reimbursement from the Federal/State fund to the General fund will increase by \$3,055 (Central Indirect). Director's Office Professional Services budget will increase by \$3,353 (Department indirect).

- **What do the changes accomplish?**

The grant will fund the addition of 1.33 FTE (total) Limited Duration Mental Health Consultants, 0.20 FTE Psychiatrist and 0.25 FTE Mental Health Consultant to provide mental health services for 160 – 175 additional students who are uninsured or OHP eligible through existing school based health clinics for the award period 01/01/14 – 06/30/2015.

- **Do any personnel actions result from this budget modification? Explain.**

Yes, two limited duration Mental Health Consultant positions (0.83 FTE and 0.50 FTE) will be added per class comp requests 2408 and 2409, an existing Psychiatrist position will be increased to 0.80 FTE and a existing Mental Health Consultant will be increased to 0.75 FTE for the grant period of 01/01/2014 – 06/30/2015.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

Yes, indirect charges are recovered.

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

This funding is for the period 01/01/2014 – 06/30/2015. After the grant funds are exhausted, program will return to prior service levels if the funding is not awarded in the next biennium.

- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

This is one-time only revenue. The award period ends June 30, 2015

There are no cash match or in kind match requirements.

**NOTE:** Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

**Required Signatures**

**Elected Official or Dept Director:** Susan Myers /s/ **Date:** 3/31/14

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 3/26/14

**Department HR:** Chris Radzom /s/ **Date:** 3/25/2014

**Countywide HR:** Susan Mullett /s/ **Date:** 03/25/2014

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*

**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
23850	6365	63294	MA CH SBMH HEALTH	Mental Health Consultant (.83 LD)	NEW	N/A	59,486	19,720	15,910	95,116
23850	6365	63294	MA CH SBMH HEALTH	Mental Health Consultant (.50 LD)	NEW	N/A	34,129	11,314	13,003	58,446
23850	9491	66130	MA CH SBMH HEALTH	Psychiatrist	713603	0.20	42,000	14,646	8,600	65,246
3002	9491	66130	MA CH CBMH XIX	Psychiatrist	713603	(0.10)	(10,500)	(3,662)	(2,150)	(16,312)
23850	6365	63294	MA CH SBMH HEALTH	Mental Health Consultant	714909	0.25	9,772	3,239	1,532	14,543
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.35	134,887	45,257	36,895	217,039

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 1/1/14							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
23850	6365	63294	MA CH SBMH HEALTH	Mental Health Consultant (.50 LD)	NEW	N/A	35,835	11,879	13,122	60,836
23850	6365	63294	MA CH SBMH HEALTH	Mental Health Consultant (.30 LD)	NEW	N/A	20,477	6,788	12,047	39,312
23850	9491	66130	MA CH SBMH HEALTH	Psychiatrist	713603	0.10	21,000	7,323	4,300	32,623
3002	9491	66130	MA CH CBMH XIX	Psychiatrist	713603	(0.05)	(7,500)	(1,611)	(946)	(10,057)
23850	6365	63294	MA CH SBMH HEALTH	Mental Health Consultant	714909	0.15	5,836	1,934	915	8,685
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.20	75,648	26,313	29,438	131,399



PUBLIC HEALTH DIVISION  
Adolescent, Genetics and Reproductive Health Section

John A. Kilzhaber, MD, Governor

Oregon  
**Health**  
Authority

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Portland, OR 97232  
Voice: (971) 673-0249  
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December 30, 2013

Joanne Fuller, Interim Director  
Multnomah County Health Department  
426 SW Stark St.  
Portland, OR 97204

Dear Ms. Fuller,

The School-Based Health Center (SBHC) State Program Office (SPO) is pleased to announce the successful award of SBHC mental health expansion funds to the Multnomah County Health Department in the amount of **\$403,000 to support increased mental health capacity during the 2013-2015 biennium.**

Multnomah County Health Department will receive a contract amendment under Program Element 44 for the purpose of supporting the mental health expansion grant activities in the school-based health centers in your county. In the meantime, here are the program highlights of the agreement:

**Expectations**

- A. Award monies must be used to support mental health capacity within the school-based health center system by adding mental health staff and expanding current mental health staff hours, with the ability to collect and report on mental health encounter visits.
- B. Awardees will be expected to provide services that are culturally and linguistically appropriate to their target population.
- C. Awardees will be expected to track data related to mental health encounters as outlined in the SBHC Certification standards. SBHC Certification standards are available at [www.healthoregon.org/sbhc](http://www.healthoregon.org/sbhc).
- D. Awardees will be expected to participate in a technical assistance call with SPO in February 2014. Awardees will work with SPO at this time to develop an evaluation strategy.

**Funds**

Funds for this project must be spent by June 30, 2015. The maximum amount of the contract amendment will be \$403,000. Any unspent grant funds during FY14 may be rolled over into FY15. Grantees are expected to provide services during entire project period ending June 30, 2015. Future funding is unknown at this time and will be determined by the legislative adopted budget and evaluation outcomes.

**Reporting Requirements**

Grantees will be required to submit mental health encounter data to SPO three times during the contract period (July 15, 2014, January 15, 2015 and July 15, 2015). Grantees will also provide a final report that includes qualitative and quantitative data as part of the evaluation plan.

**Technical Assistance**

The SBHC State Program Office will provide on-going technical assistance in your efforts to increase mental health capacity, collect mental health encounter data, and create an evaluation plan and final report. An initial check-in call will be held in February to review grant expectations and to develop a workplan and evaluation strategy. SPO will contact the individual grantees in the next few weeks to set up a February call.

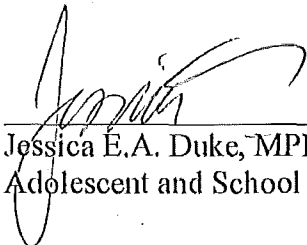
In the meantime, we recommend grantees and community partners visit the SBHC State Program website for more information about SBHCs in Oregon:

[www.healthoregon.org/sbhc](http://www.healthoregon.org/sbhc)


**Kate O'Donnell, SBHC Systems Development Specialist, will be your primary contact at the State. She may be reached at 971.673.1054 or via e-mail at [kathryn.m.odonnell@state.or.us](mailto:kathryn.m.odonnell@state.or.us).**

Thank you for your commitment to expanding the provision of mental health services to children and youth in your community. The staff of the SBHC State Program Office looks forward to this opportunity to work with you and your county in promoting health and mental health care access to youth in our schools.

Sincerely,



Jessica E.A. Duke, MPH  
Adolescent and School Health Manager



Kathryn O'Donnell, MPH  
SBHC Systems Development  
Specialist

DCHS14-35

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

**Budget/Fiscal Year: 2014**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	20-80	23850	25075A	40			MA CH SBMH HEALTH	50180	0	(147,864)	(147,864)	IG OP Direct State
2	20-80	23850	25075A	40			MA CH SBMH HEALTH	60000	0	26,836	26,836	Permanent
3	20-80	23850	25075A	40			MA CH SBMH HEALTH	60100	0	56,312	56,312	Temporary
4	20-80	23850	25075A	40			MA CH SBMH HEALTH	60130	0	9,257	9,257	Fringe
5	20-80	23850	25075A	40			MA CH SBMH HEALTH	60135	0	18,667	18,667	Non Base Fringe
6	20-80	23850	25075A	40			MA CH SBMH HEALTH	60140	0	5,215	5,215	Insurance
7	20-80	23850	25075A	40			MA CH SBMH HEALTH	60145	0	25,169	25,169	Non Base Insurance
8	20-80	23850	25075A	40			MA CH SBMH HEALTH	60350	0	3,055	3,055	Central Indirect
9	20-80	23850	25075A	40			MA CH SBMH HEALTH	60355	0	3,353	3,353	Department Indirect
10												
11	20-80	3002	25067A	40			MA CH CBMH XIX	60000	161,676	154,176	(7,500)	Permanent
12	20-80	3002	25067A	40			MA CH CBMH XIX	60130	53,596	51,985	(1,611)	Fringe
13	20-80	3002	25067A	40			MA CH CBMH XIX	60140	38,206	37,260	(946)	Insurance
14	20-80	3002	25067A	40			MA CH CBMH XIX	60170	0	10,057	10,057	Professional Services
15												
16	72-80	3500		0020		705210		50316		(29,438)	(29,438)	Svc Rmb Insurance
17	72-80	3500		0020		705210		60330		29,438	29,438	Claims Paid
18										0		
19	19	1000		0020		9500001000		50310		(3,055)	(3,055)	Svc Reimb F/S to General
20	19	1000		0020		9500001000		60470		3,055	3,055	Contingency
21										0		
22	26-10	1000	25000A	0040			CHSDO.IND1000	50370		(3,353)	(3,353)	Department Indirect Revenue
23	26-10	1000	25000A	0040			CHSDO.IND1000	60170		3,353	3,353	Professional Services
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	Total - Page 1
											0	GRAND TOTAL