



July 17, 2024 AMHI/CSP Statewide Meeting

Pam Sanchez, Bre Bertozzi and Chris Ederer | AMHI Team

Agenda

Time	Topic
1:00 – 1:15pm	Welcome
1:15 – 1:30pm	DHS Updates
1:30pm – 3:00pm	AMHI/CSP Application Updates &
	Intro to Application/Contracts

AMHI Team at DHS



Christian Ederer
AMHI/CSP Lead



Pamela Sanchez
AMHI/CSP Supervisor



Breanna Bertozzi
AMHI/CSP Lead

Equity Acknowledgement

- Be willing to learn through listening
- Respect Differences
- Align efforts and focus on solutions for equity
- Value others' time
- When speaking, re-introduce yourself (and the County/Region/Tribe you represent)
- Practice compassionate accountability
- All members are encouraged to ask questions and share ideas during the meeting so that all members can be involved in the process
- Hold each other accountable
 - Make explicit what is implicit
- Allow yourself to be vulnerable
- Offer recognition for others



DHS Updates

Pam Sanchez, Breanna Bertozzi & Chris Ederer | AMHI Consultants

General Information

- **Communication Request**

- Team email: [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
- Email subject and document naming convention
 - Ex. Naming Convention: Region 2, Beltrami Co. AMHI Budget Modification
 - Please include Fiscal Agent in subject of email and documents
- New AMHI team member starting in August 2024
- Introduction – Becky Path
- AMHI team will not include updated Org chart with today's Quarterly Statewide meeting materials – a lot of changes occurring within the organization

2024 BRASS Code Updates

- Summary of Brass Code Changes - [Bulletin 24-32-05 Changes to BRASS Manual for Calendar Years 2024-2025 \(state.mn.us\)](https://state.mn.us/bulletin/24-32-05-changes-to-brass-manual-for-calendar-years-2024-2025)
 - 409x Pre-petition Screening/Hearing An investigation prior to a commitment hearing which must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes 253B.07, subd. 1).
 - 419x Court-related Services and Activities Court-related services and activities include mediation, court appearances and preparation for court, such as document preparation and consultation with county attorney's office, law enforcement and other investigatory agencies.
 - Fiscal Host Fee sub-service codes
 - 402x – AMHI Fiscal Host Fee
 - 403x – CSP Fiscal Host Fee

Sample 2895 AMHI



SEAGR - 2895

BRASS-Based Grant Fiscal Report
DHS Financial Operations Division

[General Instructions](#)

County:

Last Updated:

Grant Award

Quarter End Date

1) AMHI ▼

3/31/2024 ▼

(A) ELIGIBLE BRASS CODES	(B) - BUDGETED EXPENDITURES FROM GRANT APPLICATION	(C) -- CURRENT QUARTER GRANT EXPENDITURES	(D) CUMULATIVE GRANT PERIOD EXPENDITURES
402	0	0	0
402 Fiscal Host Fee	0	0	0
403	0	0	0
408	0	0	0
416	0	0	0
418	0	0	0
419	0	0	0
420	0	0	0

This is a sample of the AMHI 2895 form to show the BRASS sub-service code 402 - Fiscal Host Fee.

This format could change. Future communication regarding DHS-2895 changes will be sent as soon as changes are finalized.

Sample 2895 CSP



SEAGR - 2895

BRASS-Based Grant Fiscal Report
DHS Financial Operations Division

[General Instructions](#)

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3) CSP

3/31/2024

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408	0	0	0
416	0	0	0
418	0	0	0
419	0	0	0
420	0	0	0

This is a sample of the CSP 2895 form to show the BRASS sub-service code 403 - Fiscal Host Fee.

This format could change. Future communication regarding DHS-2895 changes will be sent as soon as changes are finalized.

- AMHI Reform Implementation Planning Workgroup Executive Summary is complete
 - Will be sent after today's meeting with all meeting materials
 - Will be posted to AMHI website
- Final AMHI Reform funding totals are posted publicly on the DHS website
 - [CountyLink - Fiscal Reporting and Accounting \(state.mn.us\)](https://state.mn.us/countylink/fiscal-reporting-and-accounting)
- The next grant cycle applications and contracts will include the new funding amounts

- AMHI HCBS-FMAP ended March 31, 2024
 - FMAP Approved Activities: Hiring a dedicated AMHI Coordinator, Training staff, Renovating a facility, Purchasing technology, Purchasing a vehicle
- Let's Celebrate!
 - Raise your hand/Enter in chat:
 - Share what your AMHI was able to spend the funds on
 - What was the impact of the funds on your community

Questions?





AMHI/CSP Application Update

Pam Sanchez – AMHI/CSP Supervisor

Overview

- Working to solve:
 - Cash flow concerns
 - Cash advance structure
 - Preservation of funds
 - Appropriation type
- Currently meeting with leadership, legislative team, finance teams, etc. to find short-term and long-term solutions

Application Overview

- Application has been reduced
 - Less administrative burden, faster process
 - 12-month budgets
- Planning Application TA sessions
 - Watch for an email with additional TA session information
 - Can attend any session(s)
 - Someone from each AMHI/CSP needs to attend at least one TA session
 - TA Sessions will not be recorded, but a FAQ document will be distributed after all sessions are complete

Application Timeline

- **July 22nd** - Applications will be sent to AMHIs and CSPs
 - If there has been a change to the contact person for AMHI/CSP applications, send updated contact information to [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us) by **July 19th**
 - Application TA sessions will start the week of **July 29th**
 - **August 12th** – Contact info tab from application due to DHS via email to [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
 - **September 9th** – Complete applications due back to DHS via email to [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us) with the proper naming convention
 - Example Naming Convention: Region 2, Beltrami Co. AMHI Application
 - Regions, please include Fiscal Agent in subject of email and documents
- *Proper naming convention is critical for timely and organized processing of applications

Application/
Timeline
Questions?



2024 AMHI/CSP Statewide Meetings

September 19, 2024, 1pm-3pm

December 12, 2024, 1pm-3pm

Specific meeting details are posted on the AMHI website

[Adult Mental Health Initiatives / Minnesota
Department of Human Services \(mn.gov\)](#)

THANK YOU!

AMHI/CSP Team

Pam Sanchez, Bre Bertozzi & Chris Ederer

[MN DHS amhi.dhs@state.mn.us](mailto:amhi.dhs@state.mn.us)