

March 20, 2025 AMHI/CSP Statewide Meeting Notes

- Welcome & agenda
- Introductions
 - AMHI/CSP Supervisor – Pam Sanchez
 - AMHI/CSP Team Leads – Breanna Bertozzi & Chris Ederer
 - AMHI/CSP Tribal Consultant – Jamie Preuss
 - AMHI/CSP Consultant – Stacy Livingston
- Equity Acknowledgement
- AMHI/CSP Updates
 - Communication Request
 - Send all inquiries to the AMHI/CSP shared email box: MN_DHS_amhi.dhs@state.mn.us
 - Must include AMHI/CSP name, fiscal agent (if applicable), and brief description in email subject line and document names
 - Example: Region 2, Beltrami Co. AMHI 2025 Budget Revision Request
 - Legislative Session Update
 - AMHI/CSP is working towards implementing direct payments.
 - Implementation Goal Date: 2027
 - What this would mean:
 - AMHIs and CSPs would receive annual allocation up front.
 - Reduced administrative requirements.
 - Increased focus on monitoring funds, data, & sub-contractors.
 - More information to come after session concludes.
- AMHI & CSP Cash Advance Reconciliation – DHS Financial Operations Division
 - 2025-2026 AMHI/CSP contract language:
 - 3.1 Terms of Payment
 - Advance. The COUNTY will receive an initial payment of three hundred twelve thousand five hundred dollars (\$312,500) which is granted pursuant to Minnesota Administrative Rule 9535.1740 at the start of each calendar year during the contract term.

Reconciliation. Any portion of the cash advances that are unspent must be returned to STATE at the end of each calendar year of the contract term.
 - How it works:
 - An advance payment will be issued to each AMHI & CSP County/Tribe/Fiscal agent at the beginning of each calendar year (January 2025 & January 2026).
 - Each advance payment will be 25% of the annual allocated amount.
 - Advance payments will be reconciled at the same time as Q4 expenditures and payments are processed each calendar year.
 - CY 2025 Q4 expenditure reports/DHS-2895 are due by January 30, 2026.

- CY 2026 Q4 expenditure reports/DHS-2895 are due by January 30, 2027.
- MHIS Data – AMHI & CSP
 - Shared MHIS Help Desk email: dhs.amhis@state.mn.us
 - Reviewed most recent AMHI & CSP MHIS data report.
 - Noted that not all required data is currently being entered into MHIS and therefore the figures reflected in the report are lower than actual numbers served.
 - AMHI/CSP team is working to clarify which areas are required to report in which systems (SSIS, MHIS, etc.).
 - The team is working to get necessary information from SSIS to provide clear guidance.
 - MHIS Data team noted that "It is the responsibility of the commissioner of human services, in consultation with the commissioner of management and budget, to require county boards to collect and report information that is needed to complete the inventory and evaluation for any adult mental health initiative service." The DHS approved system used for client level data inventory and evaluation is MHIS. DHS has required agencies to complete MHIS reporting on clients who receive services paid through MHCP and/or grant funds. AMHI's are 100% state funded community health grant; therefore, MHIS reporting is required."
 - Spreadsheet reporting has been phased out.
 - There is no alternative for reporting the spreadsheet data at this time.
 - In the meantime, DHS asks that agencies continue to document and save the data internally.
 - In the future, the plan is for bi-annual data reports will be sent out in April and October of each year.
- AMHI/CSP Guidance related to CCBHC Uncompensated Care
 - Certified Community Behavioral Health Clinics (CCBHCs) are required to provide services to anyone seeking help for a mental health or substance use condition regardless of a person's diagnosis, place of residence, age or ability to pay.
 - Each AMHI/CSP can choose whether or not to sub-contract with a CCBHC within their area.
 - AMHIs/CSPs are not required to fund CCBHCs.
 - Allowable use of AMHI/CSP funds for CCBHC providers:
 - Uncompensated care for undocumented & uninsured individuals.
 - Must meet AMHI criteria:
 - Adults (Age 18 and over)
 - Serious and Persistent Mental Illness (SPMI)
 - Mental health services only (not SUD services)
 - Must work towards having a transition plan in place to move away from using AMHI funds.
 - If AMHIs/CSPs choose to sub-contract with their local CCBHC, the AMHI/CSP must ensure that they are being invoiced per person served and that MHIS data is being entered on each person served.
 - Discussed that AMHI/CSP funds cannot be used to pay:
 - All/any Medical Assistance (MA) program spenddowns
 - All/any Medical Assistance (MA) program co-pays
 - Medicare premiums and co-pays
 - MinnesotaCare premiums and co-pays

- AMHI/CSP team is continuing to have internal conversations and seeking legal opinions regarding this and related topics (i.e. underinsured).
 - More information to come.
 - No changes to current services are required at this time.
- Shared CCBHC General email box: [MN DHS CCBHC@state.mn.us](mailto:MN_DHS_CCBHC@state.mn.us)
- Budget, Workplan & Provider Revisions
 - 2025-2026 AMHI/CSP contract language:
 - 3.2 Considerations

COUNTY must submit a Budget Modification Form provided by STATE and obtain STATE written approval before changing any part of the budget. Budget modifications are required when adding or removing a BRASS code from the budget, adding or removing a provider(s), or shifting funds between BRASS codes.

Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - Tips for completing the revision form:
 - One form per funding stream revisions.
 - Under the 'AMHI Region' field, list the County/Region/Tribe and identify if the revisions are for AMHI or CSP.
 - Under the 'changes to the AMHI and/or CSP budget' field:
 - Identify the budget year for the revisions.
 - List out how much money is being added or removed from each revised BRASS code and why (only full dollars, no cents).
 - The revision request form can be found on the [AMHI website](#), under Forms.
 - The [revision request form](#) is currently being updated.
 - Once the form is updated, it will automatically replace the current version on the [AMHI website](#) and via [eDocs](#).
 - Always access the revision request form from the AMHI website or eDocs to ensure use of the current version.
 - Revisions are required from AMHIs/CSPs that listed RFP and/or parked funds on 2025-2026 application.
 - Revisions should be made/submitted no more than quarterly.
 - All revisions related to one funding stream (AMHI or CSP) must be submitted together on one form as one request.
 - Budget revisions that exceed 10% of the revised budget year total requires an amendment and additional processing time.
- Upcoming AMHI/CSP Statewide Meeting
 - June 12, 2025 from 1pm – 3pm
 - Meeting details are located on the AMHI website
 - **Don't forget to add the meeting to your calendar**
- Send all follow-up questions to the AMHI/CSP shared email box: [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)