

AMHI/CSP Statewide Meeting July 17, 2024

MEETING NOTES:

- Welcomed attendees
- Reviewed agenda
- AMHI Team introductions
- Reviewed Equity Acknowledgement
- DHS Updates
 - Communication request
 - Send all emails to the shared email address: MN_DHS_amhi.dhs@state.mn.us
 - Ensure all emails and documents are labeled using naming convention
 - AMHI/CSP, Fiscal Agent, Subject/Document Name
 - New AMHI/CSP team member starting in August 2024
 - Tribal focused
 - Becky Path (payments team) introduction
 - Can send finance questions to AMHI team and they will work with Becky to get questions answered
 - DHS organizational chart will not be sent out with this quarter's statewide meeting materials as there are a lot of changes happening and we do not have a finalized organizational chart to share yet
 - New agency effective July 1, 2024
 - Behavioral Health will be it's own administration
 - Homelessness and Housing will be it's own administration
 - Eric Grumdahl will be the assistant commissioner for the new Housing administration
 - 2024 BRASS Code updates
 - [Bulletin 24-32-05 Changes to BRASS Manual for Calendar Years 2024-2025 \(state.mn.us\)](#)
 - Added 409x Pre-Petition Screening/Hearing
 - Added 419x Court-Related Services and Activities
 - Upcoming information sessions will expand on these added BRASS codes
 - Reviewed Fiscal Host Fee sub-codes
 - AMHI sub-code 402
 - CSP sub-code 403
 - Question: Can these be used now or starting 2025?
 - Answer: Fiscal Host sub-codes are available to use currently and ongoing
 - AMHI Reform Implementation Planning Workgroup Executive Summary is complete
 - Will be sent via email within the next few days
 - Will be posted to AMHI website within the next few weeks
 - AMHI Reform funding totals are posting publicly on DHS website
 - [CountyLink - Fiscal Reporting and Accounting \(state.mn.us\)](#)
 - AMHI HCBS-FMAP ended March 31, 2024
 - Celebrated what AMHI's were able to accomplish using the FMAP funds
 - White Earth Nation purchased a vehicle and satellite phones as they are very rural
 - CREST increased BIPOC partnerships by supporting mental health first aid instructor training for providers
 - SCCBI purchased a vehicle as transportation in their region is limited and enhanced clubhouse space by adding greenhouses and gardens, updated community and kitchen spaces, updated flooring and HVAC
 - Washington County purchased a vehicle for mobile outreach and mental health services

- CommUnity hosted trainings for workers in their region and expanded translation services
 - BCOW hired an AMHI coordinator
 - SW18 purchased a vehicle
 - Dakota County started new groups, including a new young adult group with a new space
- Question: Will there be another opportunity for AMHI HCBS-FMAP funds?
 - Answer: No, they were COVID funds
- Question: Where were the FMAP funds from?
 - Answer: The HCBS FMAP funds were part of federal legislation American Rescue Plan Act (ARPA) passed by the Biden Administration and was time limited funds related to the COVID public health emergency
- Question: Can AMHI cover the costs of Mental Health holds/hospitalization expenses?
 - Answer: No, the funds need to be spent directly on individuals within the community
- AMHI/CSP Application Update
 - AMHI/CSP team is working with DHS leadership, legislative team, finance teams and others to find short-term and long-term solutions to cash flow concerns and the preservation of funds
 - Specifically the cash advance structure and appropriation type
 - AMHI team will continue to communicate with grantees as more information becomes available
 - The application has been updated and reduced to lessen the administrative burden and speed up the process
 - Planning application technical assistance sessions
 - Session dates and times will be shared via email on Monday, July 22nd
 - Sessions will start the week of July 29th
 - Grantees can attend any session or sessions
 - Someone from each AMHI and CSP needs to attend at least one TA session
 - A Frequently Asked Questions document will be sent out after all sessions have taken place
 - Application timeline:
 - Applications will be sent to grantees on Monday, July 22nd
 - Grantees need to email updates to the AMHI team at MN_DHS_amhi.dhs@state.mn.us if there have been changes to who should receive the application by Friday, July 19th
 - Contact Info tab is due from grantees by Monday, August 12th
 - Reviewed application Contact Info tab
 - Reviewed how to create a copy of a tab within excel to send as it's own document
 - Use naming convention
 - AMHI/CSP name, Fiscal Agent, Document Name
 - Completed applications will be due back to AMHI team at MN_DHS_amhi.dhs@state.mn.us by Monday, September 9th
 - Applications and documents received not via the shared email box and/or not using the naming convention may be missed or returned
 - If a grantee cannot meet a deadline, they need to inform the AMHI team as soon as possible via email at MN_DHS_amhi.dhs@state.mn.us with an anticipated completion date
 - Reviewed application Grant Narrative tab
 - Greatly reduced questions
 - Reviewed County Responsibilities tab
 - Used to be an attachment to the contract
 - Has been added to the application
 - Needs to be read and acknowledged
 - Reviewed Provider List tab
 - Clarification: Documents due by the end of the day of deadline listed above

- Question: Do we still have to list each provider, their NPI number and the amount allocation to them?
 - Answer: Yes, via the Provider List tab and Budget Detail tabs
- Question: If an AMHI is still in the process of planning for 2025/2026 when the application due date arrives, will there be a way within the application to "park" funding while future expenditures are still being determined?
 - Answer: Yes, funds can generally be "parked" in BRASS code 434. AMHI team will go into more detail about how to do this at the technical assistance sessions
- Question: With each provider does each BRASS code and amount for each BRASS code have to be identified?
 - Answer: Yes
- Question: Can more lines be added to the budget details tab as some BRASS codes have more providers than lines available?
 - Answer: AMHI team will discuss further and come up with a solution for those who experience this issue
- Question: We have allocated funds to counties and providers for areas of need in our region, do we now have to RFP for BRASS codes?
 - Answer: You RFP for services and then place those services within the corresponding BRASS codes
- Question: I was told that we had to meet maintenance of effort and at that time only five of the BRASS codes went towards the MOE - Has this changed?
 - Answer: The language has not changed, but there is a number of ways to meet MOE. AMHI team plans to expand on this requirement down the road
- Question posed to grantees:
 - Are you meeting as a group to discuss AMHI topics, resources, ideas, etc?
 - Answer: Yes, meetings are scheduled monthly
 - AMHI team asks that Local Advisory Councils (LAC) be added to the agenda
 - DHS LAC representative has been re-assigned
 - New State Advisory Council representative has started and will present at an upcoming AMHI/CSP Statewide Meeting
- AMHI/CSP Statewide Meeting Schedule
 - September 19th
 - December 12th