

# Summary of Grants and Contracts

*List all grants and contracts including agency name, grant/contract representative information, amount of grant/contract, source of funds, purpose and/or deliverables of grant/contract, reporting requirements, and invoicing instructions. Regardless of the number of funding sources your organization has, all should be listed in this summary with clear details. Below is a sample of what should be included in this summary. The sample is based on funding of a growing or mature organization, but the same information is needed for a start-up organization. (This sample is to give you an idea of what a completed summary might look like. Each organization should complete a similar summary with information specific to each of their funding sources. Insert your organization's name where you see the word 'organization'.)*

**A. State Agency:** \_\_\_\_\_  
 Contract representative: *Name & Number* \_\_\_\_\_

**1. Advocacy: \$479,980**

- Source of funds: State General Funds
- Purpose/Deliverables of contract:

**1: Youth and Family Advocacy**

Youth and families impacted by or at serious risk of a Serious Emotional Disturbance (SED) diagnosis will be provide the following. These services are only for children not served by the CHIPRA grant or by the Children's Mental Health Waiver during the same funding period.

**Components**

**A. Direct Advocacy**

- Direct unique advocacy with parents, transition age youth emerging adults, and their families on an ongoing basis, statewide
- Appropriate level of care determination utilizing Organization's Family Support Continuum of Care which may include CASII levels of care
- Utilization of values and principles of the High Fidelity Wraparound model

**MONTHLY TARGETS**

Target number of children served:

Southeast Region: 10

Central Region: 10

Other: 5

Target hours:

Average of 5 or more hours direct or consultative service per child per month

**2: High Fidelity Wraparound**

- A. Organization staff will achieve High Fidelity Wraparound Facilitator and/or Family Support Partner Credentials:
  - a. Invoice at \$3,000 per staff (up to three) gaining HFWA credentials from the Dept. of Health.
- B. Organization will serve as a HFWA facilitator:
  - a. Invoice when 5 families have developed an individualized plan of care utilizing the HFWA process facilitated by Organization staff.
  - b. Invoice when three (3) families have met at least one relevant indicator of success as described in their individualized plan of care.
  - c. Submit a short summary about the efficacy and challenges of utilizing the HFWA process; Organization staff and Board of Directors draft the summary.
- C. Organization will provide HFWA coaching:
  - a. Invoice \$50 per hour for coaching provided by a HFWA credentialed coach employed by the Organization.

**3: Support for CHIPRA Community Collaboration**

**Components**

- A. Non-staff families will participate in CHIPRA Community Collaborative meetings
  - a. Invoice \$2,000 for each family member (up to four) who participates in a CHIPRA community collaborative meetings.

**4: Planning for Future Efforts**

**Components**

The Organization Board shall create a strategic plan to continue operations into the future. The plan may include other ways to fund services and concepts included in this contract. The plan may take a completely different approach to empower families and communities to approach care of children in a way that produces less restrictive, family driven, less costly, ongoing, and positive outcomes. The plan shall include Specific, Measurable, Achievable, Realistic, Time-bound goals and objectives.

- Reporting:
  - a) Monthly and quarterly reports due based on contract deliverables.
- Payment/Invoicing:
  - a) Funds are paid monthly upon receipt of invoice/report.

**B. Educational Agency:** \_\_\_\_\_

Contract representative: *Name & Contact Number:* \_\_\_\_\_

**1. Family to Family Health Information Center: \$40,000**

- Source of funds: Federal
- Purpose/Deliverables of contract:
  - a) Provide support to families of children with special health care needs.
  - b) Disseminate information to families of children with special health care needs.
  - c) Provide family representation on the F2F Advisory Committee and other stakeholder groups.
- Reporting:
  - a) Quarterly and annual reports due based on contract deliverables.
- Payment/Invoicing:
  - a) Funds are paid quarterly upon receipt of invoice.

**C. Substance Abuse & Mental Health Services Administration/Center for Mental Health Services**

Contract representative: *Name & Contact Number:* \_\_\_\_\_

**1. Statewide Family Network Grant: \$95,000**

- Source of funds: Federal funds
- Purpose/Deliverables of contract: See goals and objectives below. *(Revising these objectives can be done through your annual report to SAMSHA as you can state why the changes were made.)*

Goals	Objectives
<ul style="list-style-type: none"> <li>• Strengthen Organizational and advocacy relationships between families, youth, state and local agencies and service providers.</li> </ul>	<ol style="list-style-type: none"> <li>1) Further develop advocacy skills with families and youth.</li> <li>2) Expand youth leadership &amp; development activities.</li> <li>3) At least thirty (30) family members or consumers annually participate on decision making groups addressing issues related to the children’s mental health system of care. Support policy development for implementation of mental health services for children and families that are based on system of care principles.</li> <li>4) Further develop agency and service provider collaborations to effect positive change in the system of care.</li> </ol>
<ol style="list-style-type: none"> <li>2. Foster leadership and business management skills</li> </ol>	<ol style="list-style-type: none"> <li>1) Access training and technical assistance to build on leadership skills and board development.</li> <li>2) Implement new skills in the areas of strategic planning, financial management and sustainability, and Organizational infrastructure development.</li> </ol>

to move towards Organizational financial sustainability.	
3. Identify and address technical assistance needs of project staff, families, youth, and service providers to enhance their skills in becoming system change agents.	<ol style="list-style-type: none"> <li>1) Project staff participates in training opportunities to enhance their advocacy skills and system of care principles.</li> <li>2) Project staff participates in training opportunities to become peer/parent support partners.</li> <li>3) Project staff members implement training opportunities and provide informational materials to families and youth to enhance their leadership and advocacy skills, and system of care principles.</li> <li>4) At least fifty (50) service providers are trained in issues related to children’s mental health annually.</li> <li>5) At least twenty (20) individuals are trained in prevention or mental health promotion annually.</li> </ol>

- Reporting:
  - a) Quarterly online data reporting through TRAC.
  - b) Annual progress reports due based on contract deliverables.
- Payment/Invoicing:
  - a) Funds are paid monthly through electronic drawdown from the Federal Division of Payment Management. Accountant has current access information.

**D. Care Management Entity:** \_\_\_\_\_

Contract representative: *Name & Contact Number:* \_\_\_\_\_

**1. Care Management Entity (CME)-Office Co-location: \$9,600**

- Source of Funds: State and Federal Medicaid
- Purpose/Deliverables of Contract: provision of office space and equipment as needed by CME staff when they come to Cheyenne.

**2. Care Management Entity (CME): Vendor Contract (undetermined amount)**

- Source of Funds: State and Federal Medicaid
- Purpose/Deliverables of Contract:
  - a) Provide trained Intensive Care Coordinators (ICC): \$814 per member per month
  - b) Provide high fidelity wraparound coaching: \$69/hr
  - c) Provide CASII assessments: \$160/each

**3. Care Management Entity (CME): Vendor Contract (undetermined amount)**

- Source of Funds: State and Federal Medicaid
- Purpose/Deliverables of Contract:
  - a) Provide trained Family Support Partners (FSP): \$85 per member per month
  - b) Provide high fidelity wraparound coaching: \$69/hr
  - c) Provide CASII assessments: \$160/each
- Payment/Invoicing:
  - a) Funds are paid monthly upon receipt of invoice.