

AGENDA COVER MEMO

AGENDA DATE: September 15, 2004

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh



AGENDA TITLE: IN THE MATTER OF APPROVING A GRANT APPLICATION TO THE STATE OF OREGON, DEPARTMENT OF HUMAN SERVICES FOR THE LANE EARLY CHILDHOOD DEVELOPMENT PROJECT IN THE AMOUNT OF \$312,500 FOR THE PERIOD OCTOBER 1, 2004 THROUGH DECEMBER 31, 2006

**I. MOTION**

To Approve a Grant Application to the State of Oregon, Department of Human Services for the Lane Early Childhood Development Project in the Amount of \$312,500 for the Period October 1, 2004 through December 31, 2006

**II. ISSUE OR PROBLEM**

Lane County, through the Department of Health and Human Services, is applying for funding from the State of Oregon, Department of Human Services for one of four pilot prevention projects based on the Starting Early, Starting Smart (SESS) evidence based practice. The application is beyond the County Administrators delegated signature authority, so the application must be approved and authority delegated. The subsequent revenue agreement and expense contracts will also be beyond the County Administrator's delegated authority, so authority must be delegated for those as well.

**III. DISCUSSION**

**A. Background / Analysis**

In July, 2004 the State of Oregon, Department of Human Services released a request for proposals for pilot prevention projects based on the Starting Early, Starting Smart (SESS) evidence based practice. The goals for each of the pilot projects are to establish or strengthen collaboration between behavioral health providers and non-traditional providers; to identify and provide early access to behavioral health services to families of children ages 0-6 years old in settings that are normal and familiar to them; to make sustainable changes in data collection, policies, procedures, protocols and other infrastructure so that the way of doing business is consistent with evidence based prevention and is sustained; and to foster community-based organized systems of care that create mechanisms for service integration and positive outcomes for children.

South Lane County was chosen for development of the pilot project. Based on census data, the percentage of families in poverty with related children under five years of age is 33.8% for Cottage Grove (the highest in the County) and 26.2% for Creswell. The percentage of families in poverty with a female householder and no husband present with related children under the age of 5 is 71.7% in Cottage Grove and 86.4% in Creswell (the highest in the County).

The Lane Early Childhood System Development Project is designed to make systemic changes to identify and provide behavioral health service access for young children and their families. The project will develop a comprehensive, collaborative approach for a system of care to identify risks and provide support, integrating behavioral health services into settings commonly used by young families. The system of care approach will integrate family support including wraparound funds, non-traditional site staff training, on-site mental health and substance abuse consultation for non-traditional providers, linkages to community-based treatment, and a systems change approach to ensure policies, procedures, and protocols are developed and integrated into the early childhood and behavioral health systems to sustain the new approach.

The key components of the project include the following:

**Family Support, Advocacy, and Care Coordination**

- The development of a Multidisciplinary Team (MDT) for care coordination and strengthening the direct linkages between non-traditional and traditional behavioral health service providers. The MDT will include Family Advocates from Lane Family Connections, Family Relief Nursery, Head Start, Parent Partnership's First Steps teen parent program, and a Healthy Start Family Support Worker, plus local treatment providers and Mental Health and Substance Abuse Therapists serving as consultants for area early childhood providers.
- The availability of Wraparound Funds to the MDT to purchase needed services for families.
- Funding for a Project Coordinator/Evaluation Liaison to coordinate MDT meetings, manage wraparound funds and work with the State on program evaluation.
- Funding for a Family Advocate for Lane Community College's Lane Family Connections (LFC) program (child care resource and referral) to work directly with identified families in child care programs and child care providers to ensure families are getting needed behavioral health services.

### **Substance Abuse Treatment**

- Substance abuse treatment consultation by a trained clinician, through LFC, to support Lane Community College's onsite child care and other early childhood providers working with children and families where substance abuse is an issue.
- Outpatient treatment through LIPA for Oregon Health Plan (OHP) slots and ACES/Emergence for state Alcohol and Drug Services funded slots.
- Access to Accessing Success, a peer-designed, peer-driven program that offers support, education, and advocacy to those parents of young children who are affected by substance abuse. The Family Relief Nursery in Cottage Grove will replicate this Lane County Relief Nursery program to fill the gap between treatment and self-help. The services will be available to all the early childhood service partners in South Lane County.

### **Mental Health Treatment Component**

- Mental Health Treatment Consultation by a trained clinician, through LFC, to support Lane Community College's onsite child care and other early childhood providers in working with children and families where substance abuse is an issue.
- Training by LaneCare for early childhood providers to help them with early identification and support to help children and families meet their mental health needs.
- Early Childhood Treatment Training for Mental Health Treatment Providers to enhance their capacity to serve children 0-6.

The bulk of the services provided through the grant will be contracted to the Family Relief Nursery and Lane Community College's Lane Family Connections program as described below. The Family Relief Nursery was a sole respondent to requests for Letters of Intent for their services.

#### **Family Relief Nursery:**

**\$184,375**

- Project Coordinator .75 FTE Project Coordinator/Evaluation Liaison responsible for facilitating the collaboration effort, policy and procedure development, and systems change efforts. This person will also manage the wraparound funds, available to parents at all of the non-traditional sites in this project. (\$29,328 annual salary and benefits x 2.25 years=\$65,991)

- Project Support and Supervision includes 2 hrs per week of supervision for a project total of \$5,223, and 2 hrs per week of administrative assistant time for a project total of \$4,124. Materials and supplies will total \$4,266 for the project length.
- Wrap-around funds for system of care needs not funded through other sources (i.e., LaneCare and DHS) (\$1,255 per month x 27 months a maximum total of=\$33,896)
- Stipends for family representatives to enable participation on the collaborative team (\$125 per month x 27 months=\$3,375, at least two family representatives, number of meetings will vary per month)
- Implementation of Accessing Success including mentoring, training, and supervision for Accessing Success from Lane County Relief Nursery and Peer Support staff to work with families using the Accessing Success model (\$67,500)

**Lane Community College/Lane Family Connection: \$112,500**

- Family Advocate/Provider Support independent contractor to work with child care providers and families in care of these providers in South Lane County. Contractor will be 16 hours per week supporting providers in the early identification and support efforts, and working with high-risk families to access individualized services (\$1,640 per month x 27 months a maximum total of =\$44,260 + \$8,187 admin support =\$52,447).
- On-site behavioral health consultation for providers in identified non-traditional settings (\$2,000 per month x 27 months=\$54,000)
- Project Specialist to manage contractor and training (5 hours per month for project period=\$3,755)
- Accounting Specialist for tracking, reporting, and budgeting related to project expenses (4 hours per month for project period=\$2,298)

The following information is required in an agenda cover memo requesting approval of a grant application:

**1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?**

There is no match requirement. There is in-kind being provided by other agencies.

- 2. Will the grant require expenditures for material and services or capital, not fully paid for by the grant?**

No.

- 3. Will the grant funds be fully-expended before county funds need to be spent?**

Yes. There are no County General Funds needing to be spent for this project.

- 4. How will the administrative work of the grant be covered if the grant funds don't cover it?**

The bulk of the project will be contracted out. The budget does include some administrative costs for Lane County's time to develop contracts.

- 5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.**

Yes. If funding does not continue the services will end.

- 6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?**

Funding will be added to the County's current Financial Assistance Agreement with the State, so no additional obligations will be imposed. The evaluation component is being managed by the State.

- 7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and is it an appropriate cost incurred by support service departments?**

These costs will be part of the indirect costs charged to the department. Five percent of the grant costs will be retained to pay for these costs.

- 8. Are there any restrictions against applying the County full cost indirect charge?**

Administrative costs are limited to five percent of the grant total. Based on the relatively small size of the grant, this should be sufficient.

9. **Are there unique or unusual conditions that trigger additional County work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?**

No.

As this is not an Information Services grant application, questions 10-12 were not addressed.

**B. Alternatives / Options**

1. To approve the submission of a Grant Application to the State of Oregon, Department of Human Services for the Lane Early Childhood Development Project in the Amount of \$312,500 for the Period October 1, 2004 through December 31, 2006 and to delegate the County Administrator authority to sign the application and subsequent revenue and expense agreements.
2. Not to approve number one above. If the Board of Commissioners does not approve the submission of the grant application, these services will not be made available in South Lane County.

**C. Recommendation**

To approve number one above.

**IV. IMPLEMENTATION / TIMING**

Upon Board action, the Department of Health & Human Services will forward the grant application to the State of Oregon, Department of Human Services. If the application is approved, a revenue agreement with the State and expense contracts with the Family Relief Nursery and Lane Community College will be forwarded to the County Administrator for signature.

**V. ATTACHMENTS**

Board Order

I:\Admin\Heeszel\ Board \ Lane Early Childhood System Development Application

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**RESOLUTION**     )  
**AND ORDER:**    )  
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WHEREAS, State of Oregon, Department of Human Services has issued a Request for Proposals for projects based on the Starting Early, Starting Smart (SESS) evidence based practice; and

WHEREAS, Lane County Health & Human Services has developed a proposal to implement a project in South Lane County; and

WHEREAS, the grant application amount is beyond the County Administrator's delegated authority; and

WHEREAS, if the application is approved, Lane Community College and the Family Relief Nursery will be providing services as a part of the grant; and

WHEREAS, if the application is approved, the revenue agreement and subsequent expense agreements will be beyond the County Administrator's delegated authority;

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners approve the submission of a Grant Application to the State of Oregon, Department of Human Services for the Lane Early Childhood Development Project in the Amount of \$312,500 for the Period October 1, 2004 through December 31, 2006 and delegate the County Administrator authority to sign the application; and

ORDERED that the Board of County Commissioners delegate authority to the County Administrator to sign a revenue agreement with the State of Oregon in the amount of \$312,500 for the period October 1, 2004 through December 31, 2006; and further

ORDERED that the Board of County Commissioners delegate authority to the County Administrator to sign an expense agreements with the Family Relief Nursery in the amount of \$184,375 the period October 1, 2004 though December 31, 2006 and Lane Community College in the amount of \$112,500 for the period October 1, 2004 though December 31, 2006.

DATED this \_\_\_\_\_ day of September 2004.

**APPROVED AS TO FORM**

Date 9/16/04 Lane County

J. Laidlaw Lane County

**OFFICE OF LEGAL COUNSEL**  
**OFFICE OF LEGAL COUNSEL**

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Bobby Green Sr., Chair

Lane County Board of Commissioners