

## **MEMORANDUM OF AGREEMENT**

Memorandum of Agreement ("Agreement") made by and between the New York City Department of Health and Mental Hygiene ("DOHMH"), having its principal office located at 42-09 28<sup>th</sup> Street, Long Island City, New York 11101, and The City University of New York ("CUNY") on behalf of the Hunter College School of Social Work, having its principal office located at 205 East 42nd Street, New York, New York 10017.

**WHEREAS**, DOHMH is a Local Governmental Unit ("LGU") as defined in Mental Hygiene Law, Section 41.01;

**WHEREAS**, pursuant to Mental Hygiene Law, Section 41.07, DOHMH as the LGU may provide local or unified services and facilities directly or may contract for the provision of those services by other units of local or state government, by voluntary agencies, or by professionally qualified individuals;

**WHEREAS**, DOHMH and CUNY, through Hunter College School of Social Work, wish to provide graduate, social work, one-year scholarships to employees of community-based, contract agencies through Master of Social Work ("MSW") and case management training programs;

**WHEREAS**, DOHMH and CUNY, through Hunter College School of Social Work, wish to conduct a mental health, hospital-based study;

**WHEREAS**, DOHMH and CUNY, through Hunter College School of Social Work, wish to provide care coordination training offering the skills necessary to ensure that to the degree possible, crises are anticipated, and truncated or avoided. Certification will be conferred by Hunter College of Social Work, the New York State Office of Mental Health and the New York City Department of Health and Mental Hygiene

**NOW, THEREFORE**, the parties agree as follows:

1. **TERM OF AGREEMENT**

The term of this Agreement shall be from July 1, 2013 through June 30, 2016, with renewal options subject to DOHMH approval, budget appropriations, and the availability of funds, unless earlier terminated by either party in accordance with the provisions set forth in Paragraph 9 of this Agreement. The scope of services and budget, set forth in Annex A-1 through Annex A-3 and Annex B-1 through Annex B-3, respectively, and made part of this Agreement, may be revised annually by mutual agreement of the parties with DOHMH written approval, and in the manner prescribed by DOHMH.

2. **SCOPE OF SERVICES**

- a) The hospital-based study will include: scheduling and performing interviews of individuals who are near discharge from a hospital for a psychiatric condition;

collecting additional information from the individuals' hospital discharge records and from social workers; conducting interviews with family members of hospitalized individuals; and interviewing discharged patients three months post discharge. The aim of the interviews and data collection is to assess the service needs of these individuals and to inform policy and services planning by the New York City Department of Health and Mental Hygiene. A detailed scope of services, attached as Annex A-1 and made a part of this Agreement, includes three retroactive months of service. The program budget is attached as Annex B-1 and is made part of this Agreement.

- b) The One-Year Residency Scholarship Program will contribute to New York City's community mental health services by increasing the pool of skilled professionals employed in community-based agencies - agencies that serve individuals with serious mental illnesses, veterans, underserved minorities, new immigrants, children and adolescents, homeless individuals, and individuals with co-occurring disorders as set forth in the scope of services attached hereto as Annex A-2 and made part of this Agreement.
- c) The Behavioral Health Care Coordination Training Program will provide care coordinators and care coordination supervisors with essential skills that will ensure, whenever possible, that consumers are maintained in the least restrictive community environment. The scope of services is attached as Annex A-3 and made part of this Agreement.

3. IMPLEMENTATION OF CONTINUING QUALITY IMPROVEMENT (CQI) PROJECTS

CUNY shall participate in CQI projects led by the DOHMH, Division of Mental Hygiene, Bureau of Mental Health for designated programs, unless exemption from CQI participation is noted in the scope of services attached herein as Annexes A-1 through A-3, which are attached hereto and made part of this Agreement. CQI participation involves the collection, analysis and reporting of data to improve consumer outcomes.

4. MAXIMUM REIMBURSABLE AMOUNT

The maximum reimbursable amount for the term of this Agreement shall not exceed a total of **\$2,959,869.00**: \$1,288,703 for FY14, \$835,583 for FY15, and \$835,583 for FY 16 in accordance with the budget summary set forth in Annex C, which is attached hereto and made part of this Agreement and which shall be updated annually.

5. REIMBURSEMENT AND SCHEDULE OF PAYMENTS

Pursuant to a certain agreement dated October 20, 1983, by and between Research Foundation for Mental Hygiene ("RF") and CUNY, RF will act as the fiscal agency to CUNY and administer funds (the "Funds") for this Agreement. RF, acting as

CUNY's fiscal agent for the sponsored programs described herein, will prepare monthly invoices which will be supported by RF's computer printout.

DOHMH shall make quarterly reimbursable payments, based on documented expenses, to RF, as set forth in Annex C, which is attached hereto and made a part of this Agreement. Total payments shall not exceed the annual reimbursable amount herein. CUNY shall submit single quarterly claims for payment, reflecting documented expenses in accordance with the budget set forth in Annexes B-1 through B-3, which are attached hereto and made part of this Agreement. At the request of either party, the parties may jointly review expenses and revenues and may make appropriate revisions to the quarterly payments scheduled and reconcile payments already made at any time.

## 6. MONITORING AND EVALUATION

DOHMH shall be responsible for monitoring, auditing and evaluating the services provided under this Agreement. Hunter College School of Social Work of CUNY shall submit program reports to DOHMH at the intervals and in the manner and format prescribed by DOHMH, as set forth in Annexes A-1 through A-3 and made part of this Agreement.

Program/Services include: (1) MSW classroom training/instructional services; (2) program service reports specified in Annexes A1 through A-3 of this Agreement; and (3) CQI project submission materials including data reports in order to determine:

(a) whether each program is providing the list of services required by its operating certificate and the respective Annex A for that program;

(b) whether each program is attaining the targeted units of service that have been agreed-upon by the parties and approved by DOHMH;

(c) whether the reports required to be submitted in the Annexes A of this Agreement have been provided; and

(d) whether each program is implementing continuous quality improvement projects as defined by DOHMH.

DOHMH shall conduct periodic program audits and site visits which shall include examination of case records, program data, and other data relating thereto, and inspection of the premises.

## 7. MODIFICATION AND AMENDMENT

This Agreement may be modified and/or amended, in writing, as mutually agreed upon by DOHMH and CUNY.

8. REDUCTION OF PUBLIC FUNDS

If, after the signing of this Agreement, the public funds anticipated to be available to DOHMH for any/all City fiscal years included in the term of this Agreement are reduced, but not eliminated, DOHMH shall notify CUNY in writing within five (5) days of being notified of such reduction by the funding governmental agency. Within ten (10) days following the written notice, DOHMH shall submit a proposed revised budget and scope of services to CUNY.

9. TERMINATION

This Agreement may be terminated:

- a) Without cause, by either party upon sixty (60) days written notice to the other party;
- b) By DOHMH upon thirty (30) days written notice to CUNY if the public funds anticipated to be available to DOHMH are eliminated; and
- c) For cause, by DOHMH upon the material default of CUNY in the performance of the terms and conditions of this Agreement. The Agreement shall terminate upon sixty (60) days written notice from DOHMH to CUNY.

10. PROGRAM TERMINATION

In the event a program is to be terminated, CUNY will submit a program close-out plan and a proposed close-out budget to DOHMH thirty (30) days prior to closing, unless the program is terminated under Paragraph 9(b) of this Agreement. If DOHMH terminates a program under 9(b) of this Agreement, CUNY will submit a program close-out plan and a proposed close-out budget to DOHMH fifteen (15) days prior to closing.

11. RETENTION OF RECORDS

CUNY shall retain all books, records and other documents relevant to this Agreement for a period of six (6) years after the final payment or termination of this Agreement, whichever is later. In accordance with applicable law, any federal, state or city auditors and any person duly authorized by DOHMH shall have full access to and the right to examine any books, records and documents that are necessary to certify the nature and extent of costs associated with the program.

12. LICENSURE

Wherever applicable, each CUNY facility that provides services under this agreement shall maintain a current New York State Office of Mental Health operating certificate.

13. CONFIDENTIALITY OF RECORDS

CUNY and DOHMH agree to hold all individually identifiable information obtained, learned, or developed under, or in connection with, this Agreement confidential in accordance with applicable federal, state, and local laws, rules and regulations and, where applicable, DOHMH and CUNY confidentiality procedures.

14. UTILIZATION MANAGEMENT

At the option and request of DOHMH, CUNY shall implement utilization management procedures in accordance with the directive of DOHMH, in order to ensure that consumers' eligibility for the services of these programs is periodically reviewed and that consumers no longer needing the same level of service in a specific program are discharged from that program and appropriately referred for further care as clinically indicated.

15. CONFLICT OF INTEREST

CUNY represents and warrants that neither CUNY, nor (if CUNY is a corporation) any of CUNY's directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. CUNY further represents and warrants that in the performance of this Agreement, no person having such interest or possible interest shall be employed by it.

16. SUBCONTRACTING

CUNY agrees not to enter into any subcontract(s) for the performance of its obligations, in whole or in part, under this Agreement without the prior written approval of the Department. Two copies of any proposed subcontract(s) shall be submitted to DOHMH with CUNY's written request for approval. All such subcontract(s) shall contain provisions specifying: i) that the work performed by the subcontractor must be in accordance with the terms of this Agreement between DOHMH and CUNY; ii) that nothing contained in such agreement shall impair the rights of DOHMH; iii) that nothing contained in such agreement, or under this Agreement between DOHMH and CUNY, shall create any contractual relation between the subcontractor(s) and DOHMH; and iv) that the subcontractor(s) specifically agree(s) to be bound by the confidentiality provision set forth in the Agreement between the DOHMH and CUNY.

CUNY understands that it is fully responsible to DOHMH for the acts and omissions of the subcontractor(s) and of persons either directly or indirectly employed by them as it is for the acts and omissions of persons directly employed by it. In addition, CUNY understands it shall not in any way be relieved of any responsibility under the contractual agreement by any subcontract(s).

17. NOTICES

All notices and requests under this Agreement by either party shall be in writing and directed to the address of the parties as follows:

Notices to CUNY shall be mailed to:

The City University of New York  
Hunter College School of Social Work  
Attn: Robert Buckley  
Director, Research Administration  
695 Park Avenue  
New York, New York 10065

For legal matters:

The City University of New York  
Office of General Counsel  
205 East 42nd Street  
New York, New York 10017

For fiscal matters:

The Research Foundation of the City University of New York  
230 West 41<sup>st</sup> Street, 7<sup>th</sup> Floor  
New York, New York 10036  
Attention: Kyung Hur

Notices to DOHMH shall be mailed to:

NYC Department of Health and Mental Hygiene  
Attn: Trish Marsik  
Assistant Commissioner  
Division of Mental Hygiene, Bureau of Mental Health  
42-09 28<sup>th</sup> Street, 19<sup>th</sup> Floor  
New York, NY 11101

IN WITNESS WHEREOF, the parties hereby execute this Agreement on the date set opposite their respective signatures.

NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE

Date: 8/19/13

By: [Signature]  
Patsy Yang, DrPH  
Title: Executive Deputy Commissioner  
& Chief Operating Officer

THE CITY UNIVERSITY OF NEW YORK on  
behalf of THE HUNTER COLLEGE SCHOOL OF  
SOCIAL WORK

Date: August 7, 2013

By: [Signature]  
~~Frederick P. Schaffer~~ Jane Sobern  
Title: <sup>Acting</sup> General Counsel & Senior Vice Chancellor  
for Legal Affairs

Approved As To Form  
[Signature]  
The City University of New York  
Office of the General Counsel  
Date: 7.31.13

### ANNEX A-1 SCOPE OF SERVICE

<b>Provider Name:</b>	City University of New York (CUNY) – Hunter College School of Social Work				
<b>Contract Number:</b>					
<b>Contract Term:</b>	07/01/2013 - 06/30/2016				
<b>Scope Effective Dates:</b>	7/1/2013 - 06/30/2014				
<b>Program Unit Site Name:</b>	Hunter School of Social Work				
<b>Program Unit Site Primary Key:</b>					
<b>Program Code:</b>					
<b>Bureau:</b>	Bureau of Mental Health				
<b>Type of Unit:</b>	Human Service				
<b>Address Where Clients Will Be Served</b>					
<b>Days &amp; Hours of Operations:</b>	<input type="checkbox"/> Open 24/7				
	<b>Day</b>	<b>Opens</b>	<b>Closes</b>		
	<input checked="" type="checkbox"/> Monday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Tuesday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Wednesday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Thursday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Friday	09:00 AM	05:00 PM		
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				
<b>Community Districts Served:</b>	Bronx	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
		<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
		<input type="checkbox"/> All			

Brooklyn	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16
	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> All	
Manhattan	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input checked="" type="checkbox"/> All			
Queens	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> All	
Staten Island	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> All

**Program Description:**

The Contractor shall schedule and perform interviews of individuals who are near discharge from a hospitalization for a psychiatric condition, collect additional information from the individuals' hospital discharge record and social worker and interview the discharged patient 3 months post discharge. The aim of the interviews and data collection is to assess the service needs of these individuals to inform policy and services planning by the New York City Department of Health and Mental Hygiene (Department).

1. Job descriptions

- a. The Contractor shall develop a job description for study personnel paid through the contract including
  - i. Project Coordinator
  - ii. Assistant Project Coordinator
  - iii. Survey Designer / Project Consultant
  - iv. Interviewers
- b. Job descriptions shall describe duties to be performed by each, as well as required qualifications and skills
- c. Before they are finalized, a draft job description will be reviewed and approved by the Department

2. Procedures

- a. The Contractor shall develop detailed plans and procedures to operationalize the study activities to be performed by the

Contractor including:

- i. Interviewer scheduling for interviews of 1) hospitalized individuals prior to discharge, 2), and 3) individuals 3 months post discharge
  - ii. Tracking interviewer hours and ensuring proper payment
  - iii. Communicating with hospital liaisons to identify individuals coming up for discharge
  - iv. Conducting interviews of 1) hospitalized individuals prior to discharge, , and 2) individuals 3 months post discharge
  - v. Tracking and maintaining contact with discharged individuals to prevent/minimize loss to follow-up
  - vi. Implementing and tracking the purchasing, handling, safeguarding, and distribution of incentive
  - vii. Data entry and transfer of data. This includes data entry from survey instruments, social worker assessment, and discharge summary. If there is a failure with the electronic survey tool, a paper survey will be administered and then entered electronically.
- b. Before they are finalized, procedures will be reviewed and approved by the Department

3. Staffing

- a. The Contractor shall identify, hire, train, and supervise the following study personnel:
- i. Project Coordinator
  - ii. Assistant Project Coordinator
  - iii. Survey Designer / Project Consultant
  - iv. Interviewers

4. Training

- a. The Contractor shall:
- i. Prepare the content for and conduct a 1 to 1.5 hour training module for interviewers on techniques for interviewing individuals with serious mental illness and identifying and responding to respondent distress
  - ii. Develop training practice exercises to assess interviewer knowledge and skills to perform interviews according to study protocols;
  - iii. Develop role play scenarios for interviewers to practice interviewing skills and
  - iv. Schedule, organize and moderate interviewer training sessions (approximately 12-hours of training on three separate days;
  - v. Ensure that all interviewers complete interviewer training and demonstrate knowledge of and skills to

perform interviews according to study protocols and procedures;

- vi. Ensure interviewers complete Hunter's CITI training, sign the Department Confidentiality agreement, and complete a HIPAA training
- vii. Ensure interviewers complete any training and paperwork (such as applying for volunteer status) at the hospitals they have been assigned to
- viii. The training for the baseline survey will take place prior to the start of those surveys. Additional training on the follow-up survey instrument will be required immediately prior to the start of the first follow-up interviews.
- ix. The training content and exercises will be reviewed and approved by the Department

5. Data collection

- a. The Department will have identified study hospitals and established hospital-specific procedures for determining how individuals who are ready for discharge will be identified. In addition, the Department will provide the name and contact information for the liaison at each study hospital with whom the project coordinator will communicate about potential study participants.
- b. The Contractor Project Coordinator shall participate in a meeting at each study hospital to be introduced to the hospital liaison and confirm communication procedures
- c. Interviews
  - i. The Contractor shall complete interviews of study participants according to study protocols.
  - ii. Initial, face-to-face interview with patient prior to hospital discharge
    - 1. The Project Coordinator shall:
      - a. Assign and schedule interviewers to ensure that all individuals designated as potential study participants will be approached prior to discharge
    - 2. Interviewers shall:
      - a. Contact each study hospital liaison to identify potential study participants to be interviewed, language requirements for interviews, and anticipated discharge day.
      - b. Screen participants for study eligibility, enumerate eligible patients, select patients for study participation based on our selection procedures, and track and data enter enumeration data.
      - c. Invite potential respondents to

participate in the study. This should be done within 48 hours of notification by hospital liaison that a potential study participant is planned for discharge, but no later than the day prior to the projected discharge date to the extent possible.

- d. Assess respondent's understanding of their participation in study
- e. Obtain written consent for face-to-face interview and all other study components including:
  - i. discharge summary data and social worker checklis
  - ii. follow-up interview
- f. Conduct the interview using the computer assisted interview questionnaire
- g. Enter responses to interview questions and submit completed interview data via computer synchronization at the time of completion of the interview (where there is wireless access) or within 3 hours of completing the interview in locations without wireless access
- h. Collect the social worker assessment that corresponds to each interviewee
- i. Collect discharge diagnosis information from the discharge plan, as well as admission and discharge date
  - j. Consultant/survey designer will:
- k. Develop documentation for baseline survey
- l. Develop analysis plan for baseline survey

d. Follow-up telephone interview

i. The Assistant Project Coordinator shall

- 1. Oversee scheduling of follow-up telephone interviews 3 months after the baseline interview
  - a. An initial reminder letter will be emailed/mailed to respondents two weeks before their three month marker.
  - b. The first contact attempt to complete the interview should occur within 5 days of the three month marker, with

up to 15 contact attempts per telephone number for up to 3 numbers

- c. Ideally, the interview should be completed within 4 weeks of the 3 month mark.

- ii. The Contractor shall designate confidential calling stations and telephones for conducting follow-up telephone interviews

- iii. Interviewers shall:

1. conduct follow-up telephone interview from the designated confidential calling stations using the computer assisted interview questionnaire
2. enter responses to interview questions and submit completed interview data via computer synchronization at the time of completion of the interview
3. Contractor shall maintain updated respondent contact information. This may include sending letters/emails to respondents and making additional phone calls to secondary contacts provided at the time of the baseline survey by the respondent.

- iv. Consultant/Survey designer shall:

1. Check survey programming and liaison with Voxco to ensure corrections
2. Develop interviewer training materials, develop proficiency testing procedures, conduct proficiency testing
3. Prepare surveys for translation
4. Develop documentation for survey.
5. Develop analysis plan for follow-up survey.
6. Provide survey development expertise as needed.

- e. Social Worker needs checklist

- i. The Contractor shall develop hospital-specific procedures to obtain social worker checklist data for each study participant (paper forms either at the time of the interview or in batches after interviews have been completed).
- ii. The Contractor shall obtain the social worker checklist information from the hospital liaison according to procedures determined above and enter the information from paper forms into the CAPI data collection questionnaire.

- f. Discharge summary data

- i. The Department will provide information on hospital-

	<p>specific procedures to obtain diagnosis, admission date, and discharge date data for each study participant (paper forms either at the time of the interview or in batches after interviews have been completed).</p> <p>ii. The Contractor shall obtain the discharge summary information from the hospital liaison according to procedures determined above and enter the information from paper forms into the CAPI data collection</p> <p>6. Participant remuneration</p> <p>a. The Contractor shall purchase money cards to remunerate study respondents and family members for completed interviews. The Contractor shall distribute remuneration as follows:</p> <p>i. Respondents</p> <p>ii. Face-to-face interview –remuneration shall be provided in person at completion of the interview</p> <p>iii. Telephone follow-up interview – remuneration shall be mailed within 7 days of completion of the interview</p> <p>b. The Contractor shall ensure confidentiality of all personal identifying information relating to the stud</p> <p>7. All interviewers, project coordinator, and Hunter PI will be required to sign the Department confidentiality agreement and will be trained in the procedures to follow if there is a breach or suspected breach</p> <p>a. Any breach or suspected breach of confidential information will need to be reported to the Department immediately</p> <p>b. All study personnel will follow the procedures for a breach or suspected breach as laid out in the data security and confidentiality document provided by the Department</p> <p>c. All study personnel will follow the procedures for an adverse event as described in the Adverse Event protocol</p> <p>The scope of this agreement may be reduced by the DOHMH based on availability of funds. In such case, the Department will provide (xx amount of time) notice to Hunter School of Social Work.</p>
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<b>Number of Unduplicated Clients Served in the Fiscal Year:</b>	FY2014	FY2015	FY2016		
	na	na	na		

<b>Levels of Service:</b> Contacts	FY2014	FY2015	FY2016		
	na	na	na		

**Target Population:** Individuals who are near discharge from a hospitalization for a psychiatric condition.

<b>Program Capacity:</b>	FY2014	FY2015	FY2016		
	na	na	na		

Program Unit Budget



Agency Name: Research Foundation - CUNY (Hunter College)  
 Contract Number: 262  
 Contract Term: 7/1/2013-6/30/2014  
 Mailing Address: 2180 Third Avenue, New York, NY 10035  
 Provider Phone Number: (347) 204-1242

ANNEX B-1

Executive Director:		Jonathan Prince	
Item Description	State Position Number	FY14	
		FTE	Amount
<b>Personal Services</b>			
Principal Investigator	501	0.00	-
Project Coordinator (1 F/T; 35 hrs per week)	516	1.00	80,000
Assistant Project Coordinator (1 P/T; > / = 19 hrs per week)		0.65	33,120
Survey Developer / Consultant (1 P/T; < / = 19 hrs per week)		0.54	22,230
Interviewers (13 P/T; < / = 19 hrs per week)	510	5.59	130,134
Interviewer (Bronx Lebanon) (1 P/T; > / = 19 hrs per week)		0.86	22,875
<b>Total Personal Services</b>		<b>8.65</b>	<b>288,359</b>
<b>Fringe Benefits (Indicate %)</b>			
		38.34%	52,140
		8.84%	14,993
<b>Other Than Personal Services</b>			
50 pilot baseline interviews for new hires @ 3.5 hours each x \$25/hr (\$4,375)*			1,250
50 baseline pilot interviews @ \$25 per interview incentive			
Time spent getting volunteer status (12 new hire interviewers, 13 hours, @ 25 / hr) (\$4500)*			
Time spent training new hires (12 new hire interviewers, 20 hours, @ 25 / hr) (\$3900)*			
Time spent training interviewers on follow-up survey and procedures (13 interviewers 6 hours each @ 25 per /hr) (\$1950)*			
Time spent on supervision activities 19 interviewers x 10 hours x \$25 / hr (\$4750)*			
Time Spent on clerical tasks 100 hours x \$25 / hr (\$2500)*			
28 pilot follow-up interviews @ 3 hour per interview @ \$25/hour (\$2100)*			
28 follow-up pilot incentives @ 75/interview			2,100
35 hours for 18 interviewers @ \$25/hour			
4 hours for 6 interviewers @ 25/hour			
21.5 hours of Ongoing QA Meetings @ 25/hour for 18 interviewers			
2644 hours @ \$25/hour for remaining of the 1030 participants (around 661 completed baseline surveys) excluding Bronx Leb (\$66,109)*			
153x\$25 for additional baseline incentives			3,825
1598 hours for 710 completed follow-up surveys @ \$25 /hr (excluding those to be completed by assistant project director) (\$39,950)*			
375x\$75 for follow-up incentives			28,125
Translations--surveys, consent forms, show cards, letters, mailings of recruitment materials for followup (750 x \$0.46)			345
mailings of incentives at Frist Class Rate (750 x \$0.92)			690
Reimbursement for volunteer status			500
copying, interviewer materials			300
Mobile telephone - equipment and service			2,400
Time keeping and scheduling software			400
Miscellaneous			7,000
10% indirect costs			41,192.71
<b>Total OTPS</b>			<b>97,628</b>
<b>Equipment Purchases over \$2,500</b>			
Description			-
<b>Total OTPS</b>			<b>-</b>
<b>Agency Administration</b>			
	0%		-
<b>Gross Expenses</b>		<b>8.65</b>	<b>453,120</b>
<b>Unfunded/Accrual</b>			
Revenue			-
COPS			-
DSH			-
Medicaid			-
Total Revenue			-
CSP			-
Agency Contribution			-
<b>Total Net Deficit Funding</b>		<b>8.65</b>	<b>453,120</b>



**ANNEX A-2  
SCOPE OF SERVICES**

<b>Provider Name:</b>	City University of New York (CUNY) Silberman School of Social Work at Hunter College* Note the correct name of the school				
<b>Contract Number:</b>	0262				
<b>Contract Term:</b>	07/01/13– 06/30/16				
<b>Program Unit Site Name:</b>	Mental Health Scholarship Program/One Year Residency				
<b>Primary Key</b>	20441				
<b>Program Code:</b>	Code and description				
<b>Bureau:</b>	<input type="checkbox"/> Mental Health				
<b>Type of Unit:</b>	<input type="checkbox"/> Human Service <input type="checkbox"/> Non-Human Service				
<b>Address Where Clients Will Be Served:</b>					
<b>Days &amp; Hours of Operation:</b>					
<b>Community Districts Served:</b>	<input type="checkbox"/> Bronx	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
		<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
		<input checked="" type="checkbox"/> All			
	<input type="checkbox"/> Brooklyn	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
		<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
		<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16
		<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> All	
	<input type="checkbox"/> Manhattan	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
		<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
		<input checked="" type="checkbox"/> All			
	<input type="checkbox"/> Queens	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
		<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 13		<input type="checkbox"/> 14	<input checked="" type="checkbox"/> All		
<input type="checkbox"/> Staten Island	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> All	
<b>Program Description:</b>	<b>Brief History:</b> In the late spring of 1990, Dr. B.L. Jones,				

the newly appointed Commissioner of the NYC Department of Health and Mental Hygiene (DOHMH), asked Dr. Robert Salmon, then Acting Dean of the Hunter College School of Social Work, to develop a high quality educational program for 25 bachelor's level leading to the Masters in Social Work (M.S.W.) degree. This was done, and the first class was admitted in the fall of 1990. Since then, a new class has been admitted each year. Currently DOHMH provides scholarships for 20 students annually who specialize in mental health and matriculate in the One Year Residency Program (OYR).

**Goals and Objectives:** The goal of the Mental Hygiene Scholarship Program is to contribute to New York City's community mental health services by increasing the pool of skilled professionals employed in community-based agencies, agencies that serve adults with serious mental illnesses, homeless adults, and adults with co-occurring disorders. Through provision of a graduate level Council on Social Work Education accredited program at the Silberman School of Social Work at Hunter College/CUNY, the MHSP shapes mental hygiene practitioners to serve the diverse populations of New York City. Recipients of the scholarship must be employees of community-based contract agencies of the New York City DOHMH. The Mental Health Scholarship program has special features tailored to these employees' needs, including intensive advisement and mentoring, tuition scholarships, writing support and seminars delivered through an online virtual community of practice. The field placements are located at the student's place of employment, a licensed mental health agency under contract to DOHMH.

**Staffing Pattern:** The Project Director is a faculty member at the School of Social Work. She is responsible for oversight of admissions, development and availability of curriculum content, and supervision of all other staff. She conducts periodic evaluation of the program's effectiveness and disseminates information about the program and its outcomes through presentations at professional conferences and journal articles. Program staff also includes one full time and one part-time Professional Development Counselor. They provide academic advisement and mentoring, and serve as liaisons between the School of Social Work and the student/employees' agency field placement. The PDCs also arrange the details of each student's field assignment

in collaboration with the agencies of employment; arrange for tutoring through the School of Social Work writing center when necessary; and serve as liaison between the students and their classroom instructors. They also conduct audits of student transcripts to ensure they meet all graduation requirements. An additional faculty member works on the development on on-line curriculum resources. Various faculty members serve as classroom instructors for the academic portion of the educational experience. Admissions and Registration personnel assist students with problems in these areas.

**Staff to Client Ratio:** Throughout their tenure in the program, each scholarship recipient has individual contact with an assigned PDC, and participates in monthly group meetings with a PDC. Each student also studies with at least 17 classroom instructors for academic courses during the program, at a ratio of one instructor for each class of 15 to 25 students.

**Slots/Capacity:** Twenty (20) students are admitted in Fall 2013 and 20 in each successive year. Students matriculate for 2- 3 years, depending on their choice of practice method.

**Program/Staff Deliverables:**

1. Bi-annual reports will be submitted to DOHMH confirming successful academic performance of DOHMH scholarship students enrolled in the OYR program within thirty (30) days after the end of the Fall and Spring semesters. This report verifies students for continued scholarship eligibility.
2. Bi-annual reports will be submitted to DOHMH confirming the employment status of all students of the OYR program within thirty (30) days after the end of each Fall and Spring semesters.
3. DOHMH will provide the Program Director with one assignment relevant to knowledge about Mental Health every Fall and Spring semester for a total of 5 semesters, for the duration of the program. Students will be required to submit assignments through the online virtual community of practice. DOHMH will receive the assignment from the SSW Project Director and review.
4. Any changes relating to program, program staff, and a student's status must be communicated in writing to

- DOHMH for the initiation of discussions surrounding the changes.
5. Any changes in student status including job resignation, job termination or academic well-being during the course of the OYR program must be communicated to DOHMH within three business days.
  6. Program staff will communicate in writing to DOHMH any student who requests a withdrawal from the program.

**Staff Qualifications:** The Professional Development Counselors are licensed M.S.W. social work professionals, experienced in counseling and advising graduate social work students, knowledgeable about current issues and practice in mental health services, and committed to the philosophy of this program, which is to assist students to complete their professional education. The Project Director/Principal Investigator is an Associate Professor at Silberman School of Social Work at Hunter College with extensive experience in mental health and curriculum development. An additional faculty member, an associate professor with experience in educational technology, will work on the development on on-line curriculum resources. Classroom Instructors are professional social workers, most with doctorates, experienced in teaching graduate social work students. Clerical staffs are trained employees with experience in the areas of Admissions and Student Records.

**Service Modality:** This program provides graduate accredited social work education leading to the degree of Master of Social Work, with a specialization in Mental Health in Clinical Practice with Individuals, Families and Small Groups or Organizational Management & Leadership.

**Program Objectives:** To provide a full tuition towards a Masters Degree in Social Work to full-time employees of DOHMH contracted mental health programs that would otherwise be unable to attain a professional social work degree. These newly trained social workers will increase the number of culturally competent professionals available to work with New York City's diverse populations.

**Client/Applicant Requirements:** Grants from the

Division of Mental Hygiene will cover the full cost of tuition and administrative costs of enrollment, contingent upon the availability of funding and applicants meeting the following requirements:

1. The academic, professional, and personal requirements specified by the Division of Mental Hygiene and the Silberman School of Social Work.
2. Current full-time employment in an agency under contract with the Bureau of Mental Health in the Division of Mental Hygiene.
3. A minimum of two years full-time paid social work experience post Bachelor's in a social service agency.
4. Completed Bachelor's Degree with a 3.0 GPA or better.
5. Legal residency in New York City and New York State.
6. Executive Director and supervisor recommendations for the scholarship
7. Student commitment to remain with their agencies for two and a half years, following completion of their MSW degree.
8. No decision for student leave or withdrawal can be made without consulting DOHMH.
9. DOHMH will not be responsible for continuing scholarship funding for students who are terminated from employment.

**The Bureau of Mental Health will** review and select applicants who have demonstrated the intellectual rigor, capacity and commitment to change and improve the multiple influences impacting the overall quality of life for the following high-risk populations: adults with serious mental illness, homeless adults and adults with co-occurring disorders.

In exchange for being awarded a scholarship while employed, students' will sign a Scholarship Agreement with DOHMH agreeing to remain employed at their agencies for two and a half years or for a minimum period of time equivalent to the amount of time supported by the scholarship, following completion of their MSW degree.



<b>Number of Unduplicated Clients Served in the Fiscal Year:</b>	FY14	FY15	FY16
	N/A	N/A	N/A
<b>Levels of Service</b> <input type="checkbox"/> Visits <input type="checkbox"/> Days <input type="checkbox"/> Staff Hours <input type="checkbox"/> Client Hours <input type="checkbox"/> Contacts <input type="checkbox"/> Trips <input type="checkbox"/> Admissions <input checked="" type="checkbox"/> N/A	FY14	FY15	FY16
<b>Target Population:</b>	<p>The Mental Hygiene Scholarship Program at the Silberman School of Social Work will select applicants employed with agencies in contract with the Bureau of Mental Health in the Division of Mental Hygiene who have experience and the commitment to provide social work services to the following high-risk populations after receiving their MSW degree:</p> <ul style="list-style-type: none"> <li>— Adults with serious mental illness</li> <li>— homeless adults</li> <li>— Adults with co-occurring disorders</li> </ul>		
<b>Program Capacity:</b>	FY14	FY15	FY16
	20	20	20

Agency Name: Research Foundation of CUNY on behalf of Hunter College  
 Contract Number: 262  
 Contract Term: 7/1/2011-6/30/2013  
 Mailing Address: 695 Park Ave., NY, NY 10065 (Silberman Social Work, 2180 Third Avenue New York, NY 10035)  
 Provider Phone Number: (212) 772-4020  
 ANNEX B-2  
 Executive Director: Robert Buckley

Item Description	State Position Number	FY14		FY14		FY15		Total Contract Funding
		FTE	Amount	FTE	Amount	FTE	Amount	
<b>Personal Services</b>								
Project Director	501	0.21	26,875	0.21	26,875	0.00	26,875	80,625
Professional Development Counselor	190	1.60	107,750	1.60	107,750	0.00	107,750	323,250
VCoP Director	502	0.17	21,453	0.17	21,453	0.00	21,453	64,359
Research Assistants	590	0.06	1,568	0.06		0.00		1,568
Doctoral Students	390	0.50	15,001	0.50	15,001	0.00	15,001	45,003
Curriculum Development	237	0.08	4,849	0.00	1,763	0.00	1,763	6,375
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
Staff Type		0.00	-	0.00	-	0.00	-	-
<b>Total Personal Services</b>		2.59	177,496	2.54	172,842	0.00	172,842	523,160
<b>Fringe Benefits (indicate %)</b>	0%		58,309		57,264		57,264	172,837
<b>Other Than Personal Services</b>								
Supplies & Materials			-		-		-	-
Travel			-		-		-	-
Occupancy			-		-		-	-
Consultants			13,000		12,720		12,720	38,440
Sub-Contractors			-		-		-	-
Facilities User Fees			5,000		5,000		5,000	15,000
Meeting Expenses			79		75		75	229
Tuition & Fees			256,065		262,048		262,048	780,161
Other			-		-		-	-
Other			-		-		-	-
<b>Total OTPS</b>			274,144		279,843		279,843	833,830
<b>Equipment Purchases over \$2,500</b>								
Description			-		-		-	-
Description			-		-		-	-
Description			-		-		-	-
<b>Total OTPS</b>			-		-		-	-
<b>Agency Administration</b>	10%		50,995		50,995		50,995	152,985
<b>Gross Expenses</b>		2.59	560,944	2.54	560,944	0.00	560,944	1,682,832
<b>Unfunded/Accrual</b>								
<b>Revenue</b>								
COPS			-		-		-	-
DSH			-		-		-	-
Medicaid			-		-		-	-
Other			-		-		-	-
Other			-		-		-	-
Other			-		-		-	-
<b>Total Revenue</b>			-		-		-	-
<b>CSP</b>								
<b>Agency Contribution</b>								
<b>Total Net Deficit Funding</b>		2.59	560,944	2.54	560,944	0.00	560,944	1,682,832



### ANNEX A-3 SCOPE OF SERVICE

<b>Provider Name:</b>	City University of New York (CUNY) – Silberman School of Social Work at Hunter College				
<b>Contract Number:</b>	0262				
<b>Contract Term:</b>	7/1/2013-6/30/2016				
<b>Scope Effective Dates:</b>	7/1/2013-6/30/2016				
<b>Program Unit Site Name:</b>	Behavioral Health Care Coordination - Training				
<b>Program Unit Site Primary Key:</b>					
<b>Program Code:</b>					
<b>Bureau:</b>	Bureau of Mental Health				
<b>Type of Unit:</b>	Non-Human Service				
<b>Address Where Clients Will Be Served</b>	2180 3 <sup>rd</sup> Ave New York, 10035				
<b>Days &amp; Hours of Operations:</b>	<input type="checkbox"/> Open 24/7				
	<b>Day</b>	<b>Opens</b>	<b>Closes</b>		
	<input checked="" type="checkbox"/> Monday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Tuesday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Wednesday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Thursday	09:00 AM	05:00 PM		
	<input checked="" type="checkbox"/> Friday	09:00 AM	05:00 PM		
	<input type="checkbox"/> Saturday				
<input type="checkbox"/> Sunday					
<b>Community Districts Served:</b>	Bronx	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
		<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
		<input checked="" type="checkbox"/> All			

Brooklyn	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16
	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> All	
Manhattan	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input checked="" type="checkbox"/> All			
Queens	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input checked="" type="checkbox"/> All	
Staten Island	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> All

**Program Description:**

**Brief History:**

The Silberman School of Social Work at Hunter College provides Behavioral Health Care Coordination training for employees of City and State affiliated Behavioral Health Care Coordination programs. After completion of the core curriculum participants qualify for certification as Behavioral Health Care Coordinators. The certificates are jointly conferred by Silberman School of Social Work at Hunter College, The New York State Office of Mental Health and the New York City Department of Health and Mental Hygiene.

**GOALS AND OBJECTIVES**

The goal of the Behavioral Health Care Coordination Training Program is to provide Care Coordinators and Care Coordination Supervisors with essential skills that will ensure whenever possible that consumers are maintained in the least restrictive community environment. Care Coordinators are prepared to work with the following consumers:

- (1) Adults with serious mental illness (SMI) and possible coexisting Substance Abuse and Medical Issues;
- (2) Children and youth with serious emotional disturbance (SED) and/or special needs (including those related to Substance Abuse and Medical issues) and their families throughout different life phases and situations

Care Coordinators will be trained in the skills necessary to ensure that to the degree possible, crises are anticipated, and truncated or avoided.

For both Care Coordinators who work with adults and Care Coordinators who

	<p>work with Children and Youth topics of focus may change over time and will occur in discussion with DOHMH and OMH. The objective of the training is to provide and enhance trainees with a working understanding of:</p> <ul style="list-style-type: none"> <li>-Consumer-centered Recovery (including self-advocacy and maintenance of family and community-based supports);</li> <li>-Psycho-social rehabilitation, philosophy and values;</li> <li>-Roles and functions of Behavioral Health Care Coordinators;</li> <li>-The collaborative relationship that should exist between service providers and consumers;</li> <li>- Identifying Service Needs, developing overall rehabilitation goals and writing service plans in conjunction with consumers and providers;</li> <li>-Monitoring service quality and consumer satisfaction as well as advocating and assisting individuals with gaining access to the full range of treatment, services and entitlements;</li> <li>-Client engagement; Motivational Interviewing and other best practices and engagement tools and practices;</li> <li>-Assessment and planning (including Comprehensive and Follow-Up Assessments, Acuity Scales and other similar tools for stepping consumers down to less intense levels of care);</li> <li>-Linkage, monitoring and facilitating service delivery;</li> <li>-Crisis management;</li> <li>-High Risk Assessment and Management</li> <li>-Salient features of mental illness;-Psychopathology;</li> <li>-Understanding the DSM and it's usage.</li> <li>-Psychopharmacology;</li> <li>-Transition planning and implementation;</li> <li>-Wellness Self-Management and Health Integration</li> <li>-Co-occurring Medical Issues affecting SMI individuals--Salient features of medical illnesses most commonly experienced by individuals affected by SMI;</li> <li>-Co-Occurring Disorders (Substance Abuse, et al);</li> <li>-Integration of Care;</li> <li>-Assisted Outpatient Treatment;</li> <li>-Wellness Recovery Action Planning (WRAP);</li> <li>-Advanced Directives;</li> <li>-Youth Transitioning to Adult Programs;</li> <li>-Clinical Intervention with Forensic Clients;</li> </ul>
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	<ul style="list-style-type: none"> <li>-Field Safety;</li> <li>-Employment;</li> <li>-Trauma;</li> <li>-Housing;</li> <li>-Culturally competent Care Coordination;</li> <li>-Community resources (housing, entitlements, benefits and integration of member agencies);</li> <li>-Overview of the mental health service system and continuum of care;</li> <li>-Quality Assurance, Quality Improvement, Performance-Based Outcomes.</li> </ul> <p>For Care Coordinators working with children and adolescents the objective of the training is to ensure a level of competency among the trainees. The topics of focus may change over time and will occur in discussion with DOHMH. Topics for inclusion are:</p> <ul style="list-style-type: none"> <li>-System of Care values and principles;</li> <li>-Strength-based treatment planning;</li> <li>-Roles and functions of Care Coordinators;</li> <li>-Building collaborative relationships between service providers and clients/families;</li> <li>-Client and family engagement;</li> <li>-Assessment and planning;</li> <li>-Linkage and monitoring;</li> <li>-Crisis management;</li> <li>-Salient features of mental illness and psychopharmacology;</li> <li>-Salient features of medical illnesses most commonly experienced by individuals affected by SMI;</li> <li>- Youth Transitioning to Adult Programs;</li> <li>-Clinical Intervention with Forensic Clients;</li> <li>-Field Safety;-Culturally competent case management;</li> <li>-Community resources (housing, entitlements, benefits and integration of member agencies);</li> <li>-Overview of the mental health service system and the full continuum of services (Juvenile Justice, Education, Child Welfare, Health, etc.).</li> </ul> <p>STAFFING PATTERN:</p> <p>Teacher 1.00</p> <p>Program Director 0.25</p>
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	<p>Office Worker (program administrator) 0.46</p> <p>Other Program Administration Staff 1.11</p> <p><b>STAFF QUALIFICATIONS:</b></p> <p><b>TRAINING CYCLE;</b></p> <p>Three training cycles are offered to Adult Care Coordinators. Two classes are available for each cycle. Training cycles are 9 weeks in duration with a morning session from 9:30 to 12:30 and an afternoon session from 1:30 to 4:30. One training cycle with one class is offered to Children &amp; Youth Care Coordinators. Each class has a minimum of 20 trainees. Schedules, curriculum, and reserved classroom/auditorium space shall be established in cooperation with NYCDOHMH. Registration will utilize a web-based application and trainees will be tested on skills and knowledge gained as a result of the trainings. Evaluations will be utilized to assess usefulness and caliber of training sessions/segments.</p> <p><b>Deliverables:</b></p> <p>A separate report to be submitted to DOHMH within one month after the end of each training cycle for the adult sessions and for the child sessions.</p> <p>The report includes a summary and analysis of the evaluations for each of the classes in the cycle including ratings on each topic and ratings of each trainer. There will also be an overall assessment of the full training session and the relevance to the work of Care Coordinators and/ or supervisors. An assessment of the Care Coordinator competencies achieved will be included as well in aggregate, and when needed on an individual basis.</p>
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<b>Number of Unduplicated Clients Served in the Fiscal Year:</b>	FY2014	FY2015	FY2016		
	na	na	na		

<b>Levels of Service:</b> NA	FY2014	FY2015	FY2016		
	na	na	na		

<b>Target Population:</b>	<p>The primary characteristics of the population served are adults who meet the criteria for Serious Mental Illness (SMI). Non-Medicaid-enrolled individuals with mental illness must meet the eligibility requirements established and implemented through the Adult Single Point of Access for ACT and Behavioral Health Care Coordination (SPOA). We anticipate this to be approximately 15 (fifteen) percent of the total patient population served. Although the Behavioral Health Care Coordination (BHCC) program may do outreach and identify potential clients for enrollment, it is required that requests for (Non-Medicaid) consumer enrollment, discharge and/or transfers/change of status be processed through the SPOA.</p>
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<b>Program Capacity:</b>	FY2014	FY2015	FY2016		
	na	na	na		

### ANNEX B-3

Provider Name	Hunter College – School of Social Work						
Contract Number and Term	0262 - 07/01/2013 - 06/30/2016						
Action Number							
Program Unit Site	Behavioral Health Care Coordination - Training						
Disability	MH						
Program Code and Type	2730 - Behavioral Health Care Coordination						
Facility Code							
Unit Code							
Site Code							
<b>Item Description</b>	<b>2014</b>		<b>2015</b>		<b>2016</b>		<b>Total</b>
	FT E	Amount	FT E	Amount	FT E	Amount	
<b>Personal Services</b>							
222 Teacher - Other	1.00	50,000	1.00	50,000	1.00	50,000	100,000
501 Program Director	0.25	30,000	0.25	30,000	0.25	30,000	60,000
505 Office Worker (Program Administration)	0.46	16,310	0.46	16,310	0.46	16,310	32,620
590 Other Program Administration Staff	1.11	72,276	1.11	72,276	1.11	72,276	144,552
<b>Total Personal Services</b>	<b>2.82</b>	<b>168,586</b>	<b>2.82</b>	<b>168,586</b>	<b>2.82</b>	<b>168,586</b>	<b>337,172</b>
<b>Fringe Benefits</b>		<b>42,963</b>		<b>42,963</b>		<b>42,963</b>	<b>85,926</b>
<b>Other than Personal Services</b>							
Supplies and Materials		5,000		5,000		5,000	10,000
Travel		300		300		300	600
Occupancy		0		0		0	0
Consultants		30,000		30,000		30,000	60,000
Sub-Contractors		0		0		0	0
Other		0		0		0	0
Computer Lab Support, Repairs, Maintenance, Etc.		4,000		4,000		4,000	8,000

Telephone/Communications		400		400		400	800
Meetings		1,200		1,200		1,200	2,400
<b>Total OTPS</b>		<b>40,900</b>		<b>40,900</b>		<b>40,900</b>	<b>81,800</b>
Equipment Purchases over \$2,500		0		0		0	0
Agency Administration		25,245		25,245		25,245	50,490
<b>Gross Expenses</b>	<b>2.8</b>	<b>\$277,6</b>	<b>2.8</b>	<b>\$277,6</b>	<b>2.8</b>	<b>\$277,6</b>	<b>\$555,3</b>
	<b>2</b>	<b>94</b>	<b>2</b>	<b>94</b>	<b>2</b>	<b>94</b>	<b>88</b>
Accrual		3,055		3,055		3,055	6,110
Revenue							
COPS		0		0		0	0
DSH		0		0		0	0
Other		0		0		0	0
<b>Total Revenue</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0</b>
CSP		0		0		0	0
Agency Contribution		0		0		0	0
<b>Total Net Deficit Funding</b>	<b>2.8</b>	<b>\$274,6</b>	<b>2.8</b>	<b>\$274,6</b>	<b>2.8</b>	<b>\$274,6</b>	<b>\$823,9</b>
	<b>2</b>	<b>39</b>	<b>2</b>	<b>39</b>	<b>2</b>	<b>39</b>	<b>17</b>



Contract Budget Summary

**ANNEX C**

Agency Name: Hunter College City University of New York  
 Contract Number: 262  
 Contract Term: 7/1/2013-6/30/2016

**SUMMARY SHEET OF ALL PROGRAM FUNDING**

Program Unit	Program Code	Contract Funding				Total
		FY14	FY15	FY16		
Data Interview/Hospital Study	0000	\$ 453,120.00	\$ -	\$ -		\$ 453,120.00
One Year Scholarship Program	0000	\$ 560,944.00	\$ 560,944.00	\$ 560,944.00		\$ 1,682,832.00
BHCC Training	0000	\$ 274,639.00	\$ 274,639.00	\$ 274,639.00		\$ 823,917.00
	0000	\$ -	\$ -	\$ -		\$ -
	0000	\$ -	\$ -	\$ -		\$ -
<b>Total Contract Amount:</b>		<b>\$ 1,288,703.00</b>	<b>\$ 835,583.00</b>	<b>\$ 835,583.00</b>		<b>\$ 2,959,869.00</b>