



*** * * MEETING NOTICE * * ***

TO: Trustees & Other Interested Persons

FROM: Serena Muhammad

DATE: February 14, 2023

SUBJECT: **City of St. Louis Mental Health Board Joint Review Team training (Saint Louis MHB) Thursday, February 16, 2023, following Board of Trustees Meeting in person at the Deaconess Center for Child Well-Being, 1000 N. Vandeventer, St. Louis, MO 63113**

SAINT LOUIS MHB
Joint Review Team training
February 16, 2023

TENTATIVE AGENDA

- 1. Joint Review Team Training**
FY24-26 Community Mental Health Fund Reviewer Training for Trustees and Community Reviewers to be conducted following the conclusion of the Board Meeting



partnering
investing
empowering

Community Mental Health Fund Application Review Training

February 16, 2023

Agenda

- FY24 – 26 Community Mental Health Fund Overview
- Application Review Process
 - Key Dates for All
 - Role of Trustees
 - Role of Community Reviewers
- Individual Review Instructions
- Joint Review Team Meetings
- Final Decisions

Reminders


- The Joint Review Team Meeting is being conducted for MHB Trustees, MHB staff, and potential community reviewers. Only Joint Review Team participants are permitted to ask questions or make comments during the training.
- The training will contain information that is role-specific to ensure that members of the Joint Review Team are aware of the differing roles. If you are unclear about the requirements for your role, please ask.
- You will receive a follow-up email once you are assigned to a specific Joint Review Team with further information on how to access application material and complete review forms.

FY24-26 Community Mental Health Fund

Overview

CMHF Funding Priorities & Outcome Statements

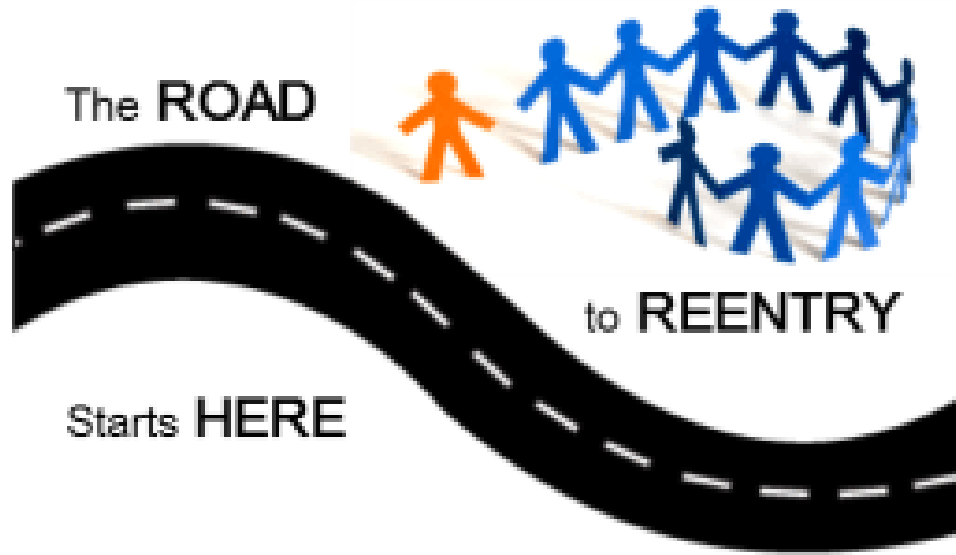
Funding Priority: Reduce barriers to evidence-based care in clinical and non-clinical settings for groups disproportionately experiencing mental health disorders and substance use disorders.



Outcome 1: People disproportionately experiencing mental health disorders and/or substance use disorders initiate and sustain healthy behaviors.

Outcome 2: People disproportionately experiencing mental health disorders and/or substance use disorders experience fewer barriers, resulting in increased access to and participation in behavioral health programs and services.

Programs and Services



- Alternatives to incarceration and re-entry support
- Services designed to meet the unique behavioral health needs of adults age 55+
- Peer support

- Culturally & linguistically competent service provision (e.g., African American clinicians serving African American clients, services for immigrants and refugees provided in their language, gender and sexual minority clinicians serving gender and sexual minority clients, etc.)



CMHF Funding Priorities & Outcome Statements

Provide care at an appropriate level of intensity, consistency, and stability for people with serious mental health disorders and/or substance use disorders.



Outcome: People with serious mental health disorders and/or substance use disorders initiate and sustain healthy behaviors.

Programs and Services



Specialized care including coordinated specialty care for first episode psychosis

Harm reduction approaches and medication assisted treatment for those with substance use disorders

Supportive employment

Clubhouse models

Peer support

Application Review Process

Key Dates and Detailed Instructions

Key Dates for All

Feb. 27
– Mar. 3

Sample Application Review

Mar. 6 -
Mar. 10

Individual Review – 1 Week

Mar. 20
Mar. 31

Joint Team Review – 1 Meeting

Joint Review Team

Role of Trustees

- Read and complete recommendations for all applications assigned to your Joint Review Team (March 6 – 10)
- Submit recommendations by March 10
- Read the Executive Summary of all applications to familiarize yourself with each proposed project (March 13 – 17)
- Attend your Joint Review Team meeting to discuss proposals (*you are welcome to attend other Joint Review Team meetings as well*)
- Attend Board of Trustees meeting on April 20 to participate in final decision-making process

Role of Community Reviewers

- Read and complete comments **and** recommendations for all applications assigned to your Joint Review Team (March 6 – 10)
- Submit application evaluation sheets as completed – do not wait until the deadline
- Attend your Joint Review Team meeting to discuss proposals

*****Alternates*****

- Read all applications assigned to your 2 Joint Review Teams (March 6 – 10)
- Be available March 11-15 to complete comments as needed
- Possibly attend Joint Review Team meetings to discuss proposals

Individual Review Instructions

Evaluating Application Materials

General Tips

- Read the entire application, but take notes as you read
- Write comments as you go, but reserve time for a final round of edits
- Do not penalize applicants for grammar, spelling, writing style, etc.
- Your decision should be supported by your comments
- Be consistent
- Make a distinction between application material that is unclear vs. unfamiliar to you
- Ask questions to MHB staff along the way, but do not discuss applications with other reviewers before the Joint Review Team meeting

Application Narrative Review Sheet

FY24-26 Community Mental Health Fund
Review Worksheet

Project Name: |

Reviewer Initials:

ORGANIZATION DESCRIPTION	
Provide a brief description of the organization's mission, current programming, and total number of participants (clients) served annually.	
Strengths:	
Concerns:	
Other Notes:	
EXECUTIVE SUMMARY	
Provide a one-paragraph overview of your project that answers the following four questions:	
<ol style="list-style-type: none"> 1. What is a brief description of the issue you are trying to address? 2. How will you address the issue? 3. Who will benefit? 4. What are your anticipated results for project participants? 	
Strengths:	
Concerns:	
Other Notes:	
PROJECT SUMMARY	
1. Need Statement:	
Why is this project needed or important?	
Strengths:	
Concerns:	

- Approximately 3 – 5 pages of comments per application
- Section headers are in blue
- Questions from the application are provided in the review worksheet
- Note strengths, concerns, and other comments for each narrative question

Narrative Questions

Organization Description

1. Provide a brief description of the organization's mission, current programming, and total number of participants (clients) served annually.

- Proposal aligns with organization's mission and core strengths

Executive Summary

1. What is a brief description of the issue you are trying to address?

2. How will you address the issue?

3. Who will benefit?

4. What are your anticipated results for project participants?

- The funding priority selected fits the project

Project Summary

1. Need Statement:

Why is this project needed or important?

- Clear and compelling need

2. Participants Served:

Who specifically is this project intended to help?

2a. Are there populations that your project was specifically designed to serve? *The activities described in the Project Summary should indicate how the unique or specialized needs of the populations identified will be addressed.*

2b. Is there anyone your organization specifically cannot serve and why?

2c. Provide any additional relevant information about participants that will be served by the project.

- Appropriate population of focus

Project Summary

3. Activities:

How will your project address the identified need? In your response, clearly identify other organization(s) that you will partner with to conduct the proposed activities (if applicable). Describe the specific roles and responsibilities of your organization and partners for this project.

- Effective and developmentally appropriate program activities
- Clearly defined partner roles (if applicable)

4. Staffing:

Who will implement your project?

- Qualified staff and/or Family and Peer support

5. Impact:

How will the participants involved benefit or change?

- Meaningful impact on individuals served

Project Summary

6. Results:

What will the project accomplish?

6a. How will you recognize and measure success?

6b. List specific evaluation or assessment tools and methods.

- Ability to measure change at the participant level

7. Health Equity and Racial Justice:

7a. How will your project address barriers to health such as poverty, transportation, and quality housing?

7b. How will your organization work toward racial justice for participants served?

- Project advances health equity and racial justice

8. Skills and Experience: What qualifications or experience make your team or organization special, different, or extraordinary?

- This organization is the best fit for the proposed project

Writing Clear Comments

Narrative Example Strength: Who will implement your project?

Inadequate Comment:	The proposal listed staff
Adequate Comment:	The staff description included qualifications that matched the described activities
Excellent Comment:	The project requires a Certified Peer Support Specialist to deliver the intervention. The staff section includes the name and job titles for three Certified Peer Support Specialists on page 7.

Narrative Example Weakness: Who will implement your project?

Inadequate Comment:	I didn't see this
Adequate Comment:	The staffing section did not include information on the staff who would conduct the project
Excellent Comment:	The application did not include the names, job titles, or qualifications for any of the staff that would be needed to conduct this project. This information was not included in the narrative, logic model, or budget.

Budget and Logic Model Review Sheet

Budget Criteria	YES	NO	Comments
Costs are reasonable			
Costs are allowable			
Costs are allocable			
Costs are appropriate for described activities			
ADDITIONAL COMMENTS			

Logic Model Criteria	YES	NO	Comments
Population of Focus meets an MHB Funding Priority			
Activities are appropriate for population of focus			
Clear measurement methods are provided			
Indicators are appropriate for selected MHB Outcome			
MHB Outcome selected is appropriate for project			
ADDITIONAL COMMENTS			

Writing Clear Comments

Budget Criteria	Yes	No	Comments
Costs are reasonable	X		The budget contains an emergency fund of \$250 per client for utility assistance. This matches the average amount of utility arrears described in the needs section.
Costs are allowable		X	MHB funds cannot be used for utility assistance

Evaluation Criteria	Yes	No	Comments
Population of Focus meets an MHB Funding Priority		X	The population of focus is not specific.
Activities are appropriate for population of focus		X	Without a specific population of focus, it is unclear if the proposed activities are appropriate for project participants.

Funding Recommendation

RECOMMENDATION			
RECUSAL	YES	MAYBE	NO
JUSTIFICATION			

Completed by Trustees and Community Reviewers

Provide 3 – 5 statements to justify your recommendation for each application.

Take into consideration your notes on the budget and logic model as well

This section is at the end of the Narrative Application Review Sheet. It is not a separate form.

Recommendations

- Yes, this is a good investment that will help to advance an MHB Funding Priority
 - *Note: A project doesn't have to be perfect to get a yes vote. If the project is feasible and could achieve impact, that is important to consider.*
- Maybe, the proposed project might help advance an MHB Funding Priority, but I have questions or reservations that need to be addressed
 - *Note: Consider whether your hesitation stems from questions that could be resolved in the review process.*
- No, the proposed project does not advance an MHB Funding Priority and is therefore not a good investment for this grant cycle
 - *Note: A project doesn't have to be a bad idea to not be recommended. Some projects simply do not meet the funding criteria and funding priorities.*

Justification Examples

Avoid Generalizations

- *[YES]* This project is needed in the community.
- The organization has a great track record.
- The funding is reasonable.
- *[NO]* This program will never work
- This is not a good investment.
- I can't understand what they are requesting.
- *[MAYBE]* This could work with a few tweaks.
- I'm on the fence.
- I'm not sure about this one.

YES

1. The project will provide _____ services to help adults with serious mental illness live independently.
2. The organization has successfully served the target population for three years and provided outcome data to substantiate participant success.
3. The funding will support a full-time therapist which will increase their capacity to serve their estimated number of participants.

Justification Examples

NO

- The tutoring program described is not appropriate for the described population of focus of older adults who are not enrolled in school.
- The applicant did not clearly describe the project activities. There is no explanation of the mental health services and supports that they will provide.
- The budget is not appropriate for the number of people served. They are requesting \$100,000 to serve 10 people.

MAYBE

- The program model seems to be a good approach for serving participants who identify as members of the _____ community, but it is unclear how this organization will handle recruitment or build relationships in that community.
- The activities described would address barriers to _____, but the project does not describe the assessment or intake process that they will use to determine the needs of participants.

Joint Review Team Meetings

Reaching Consensus

Joint Review Team Composition

- Residents of St. Louis City 18 or older that meet one or both of the following criteria (3 per team):
 - Have experience accessing/receiving mental health services for myself or a family member
 - Have experience accessing/receiving substance use prevention or treatment services for myself or a family member
- MHB Trustees that were appointed based on Missouri State Statute R.S.Mo. 205.975 (3 per team):
 - Representative of the residents of St. Louis City, taking into consideration their employment, age, sex, and place of residence and other demographic characteristics
 - At least one member shall be a licensed physician
 - At least one-third of the members shall represent consumers of psychiatric services or the families of such consumers
 - At least one-half of the members of such body shall be individuals who are not providers of health care

Reaching Consensus

- Discuss individual recommendations and comments
- Potential groupings:
 - Clear Yes
 - Probable Yes
 - Maybe
 - Probable No
 - Clear No
- Recommendations
 - Instructions for staff
 - Budget recommendations

Summarizing Joint Review Team Recommendations

- Staff will summarize recommendations of each Joint Review Team
- Trustees will review summaries in preparation for April 20 Board of Trustees Meeting. This will include finalizing approved budget amounts which may differ than the application requested amount.
- Trustees will discuss all recommendations and advance a final slate of funding amounts for approval during April 20 Board of Trustees Meeting. This may differ from Joint Review Team recommendations.

Final Decisions

Board of Trustees

Community Investment Policies

High-Level Overview

1. Demonstrate fiscal, administrative and managerial stability, prudence and diligence
2. Local, state and federal regulatory compliance
3. **Individuals receiving MH services require documented diagnosis except prevention/early intervention**
4. Provide culturally & linguistically appropriate services
5. Funds may not be used to provide direct / indirect support of any religious education, service, or otherwise assist a religious mission (content neutral manner)

Community Investment Policies

High-Level Overview

6. MHB funds cannot supplant other revenue sources
7. Applicants must meet all additional specific eligibility requirements established by specific revenue source (e.g., CMHF)
8. Maximum \$750K for single project/program per FY
9. Maximum \$100K for new/start-up projects (Year 1)
10. MO certification or license (e.g., DMH certification, licensed clinicians)
11. Preferences for accreditation, board member residency in St. Louis City/County, service delivery in City

[Link to Community Investment Policies on MHB website](#)

MHB Disclaimers

- MHB reserves the right to amend, modify or cancel the competitive funding application process in whole or in part if it is deemed to be in the best interest of MHB to do so.
- MHB reserves the right to reject any and all applications, to waive formalities, and to select the applications which are, at MHB's sole discretion and allowed by statute or regulation, in the best interest of MHB.
- MHB reserves the right to reject applications that are inconsistent with Missouri statutes and regulations, St. Louis City ordinances or MHB policies and priorities.
- MHB reserves the right to negotiate specific terms of an application if it is deemed to be in the best interest of MHB to do so.
- MHB reserves the right to require supplemental information or documentation from applicants to clarify and/or verify information provided in the application.
- The competitive funding application process does not obligate MHB to select an applicant, pay the costs incurred in preparation of any responses hereto, or to procure or contract for the services or outcomes described herein.
- MHB may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party for expenses incurred in the preparation of responses hereto or otherwise. Responses hereto will be prepared at the sole cost and expense of the applicant.

Questions

smuhammad@stlmhb.com

314-535-6964 x.14