

## Appendix 2: Budget and Planning Worksheets

1. PEI Component of the Three-Year Program and Expenditure Plan Face Sheet (Form # 1)
2. PEI Community Program Planning Process (Form # 2)
3. PEI Project Summary (Form # 3)
4. Instructions for Preparing the PEI Project Summary
5. PEI Revenue and Expenditure Budget Worksheet (Form # 4)
6. Instructions for Preparing the PEI Revenue and Expenditure Budget Worksheet
7. PEI Administration Budget Worksheet (Form # 5)
8. Instructions for Preparing the PEI Administration Budget Worksheet
9. Prevention and Early Intervention Budget Summary (Form # 6)
10. Local Evaluation of a PEI Project (Form # 7)
11. Instructions for Preparing the Local Evaluation of a PEI Project

**PEI COMPONENT OF THE THREE-YEAR PROGRAM AND EXPENDITURE  
PLAN FACE SHEET**

**Form No. 1**

**MENTAL HEALTH SERVICES ACT (MHSA)  
PREVENTION AND EARLY INTERVENTION COMPONENT  
OF THE THREE-YEAR  
PROGRAM AND EXPENDITURE PLAN  
Fiscal Years 2007-08 and 2008-09**

County Name: Lake - 17

Date: 2/12/10

**COUNTY'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSON(S):**

<b>County Mental Health Director</b>	<b>Project Lead</b>
Name: Kristy Kelly	Name: Jim Isherwood
Telephone Number: 707-263-4338	Telephone Number: 707-995-2973
Fax Number: 707-263-1507	Fax Number: 707-995-2518
E-mail: kristyk@co.lake.ca.us	E-mail: jimmi@co.lake.ca.us
Mailing Address: 991 Parallel Drive, Lakeport, CA 95453	

**AUTHORIZING SIGNATURE**

I HEREBY CERTIFY that I am the official responsible for the administration of Community Mental Health Services in and for said County; that the county has complied with all pertinent regulations, laws and statutes. The county has not violated any of the provisions of Section 5891 of the Welfare and Institution Code in that all identified funding requirements (in all related program budgets and the administration budget) represent costs related to the expansion of mental health services since passage of the MHSA and do not represent supplanting of expenditures; that fiscal year 2007-08, 2008-09 funds required to be incurred on mental health services will be used in providing such services; and that to the best of my knowledge and belief the administration budget and all related program budgets in all respects are true, correct and in accordance with the law. I have considered non-traditional mental health settings in designing the County PEI component and in selecting PEI implementation providers. I agree to conduct a local outcome evaluation for at least one PEI Project, as identified in the County PEI component (optional for "very small counties"), in accordance with state parameters and will fully participate in the State Administered Evaluation.

Signature \_\_\_\_\_

County Mental Health Director

\_\_\_\_\_

Date

Executed at Lake County Mental Health, California

## PEI COMMUNITY PROGRAM PLANNING PROCESS

Form No. 2

**Instructions: Please provide a narrative response and any necessary attachments to address the following questions. (Suggested page limit including attachments, 6-10 pages)**

**County:** Lake - 17

**Date:** 2/12/10

**1. The county shall ensure that the Community Program Planning Process is adequately staffed. Describe which positions and/or units assumed the following responsibilities:**

a. The overall Community Program Planning Process

The MHSA Coordinator was responsible for the PEI Community Program Planning Process.

b. Coordination and management of the Community Program Planning Process

This process was facilitated by the MHSA coordinator, with assistance from the MHSA Staff Services Analyst, the Department Director, and other support staff as needed.

c. Ensuring that stakeholders have the opportunity to participate in the Community Program Planning Process

The MHSA coordinator, with assistance from the MHSA Staff Services Analyst, the Department Director, Outreach and Engagement staff (Latino and Tribal), Parent Partner, Peer Support, and Clinical staff, ensured that stakeholders had the opportunity to participate in the Community Program Planning Process.

**2. Explain how the county ensured that the stakeholder participation process accomplished the following objectives (please provide examples):**

a. Included representatives of unserved and/or underserved populations and family members of unserved/underserved populations

The County began by identifying unserved and underserved populations specified in the County's Community Services and Supports planning process. These populations include the following:

- The uninsured or underinsured (all age groups)
- Homeless (all age groups) or those at risk of homelessness (all age groups)
- Children and youth transitioning from the juvenile justice system or from placements, including TAY without a transition plan

**PEI COMMUNITY PROGRAM PLANNING PROCESS****Form No. 2**

- Adults transitioning from incarceration or at risk of incarceration, e.g., with substance abuse issues
- Native Americans, with two sub-groups: (a) elders; and (b) individuals of mixed Native American/Latino heritage, especially TAY and Spanish-speaking
- Latinos, particularly recent immigrants and migrant farm workers
- Indigenous migrants, e.g., Indians from Mexico, Central and South America, often assumed to be part of the Latino farm worker population
- Older adults, especially those isolated, homebound, at risk of homelessness, and/or not utilizing available services, whether social, medical, or mental health.

The county compiled additional information about unserved and underserved populations to be included in the PEI planning process from the following:

- Recommendations from stakeholders identified the growing African American community in Lake County as a population that is underserved.
- In working with stakeholder groups, it was suggested that impoverished new mothers and their babies were at risk due to the lack of resources reaching out to this population.
- Information from key informant interviews brought to light the number of homeless, “couch surfing” transitional age youth who are unserved due to their lack of visibility and reluctance to seek and/or engage available resources.

The county used the following mechanisms to include members of unserved and/or underserved populations in our planning process:

- Consultations with key informants, including the following specific representatives of unserved/underserved populations: Older Adult, Early Childhood, Latino, Tribal, African American, TAY, incarcerated youth and adults, and GLBTQ.
- Community meetings that included training in MHSA and PEI requirements and opportunities to identify unmet needs and priorities for programs to address those needs. The PEI Community Planning Process began with four open meetings in four separate locations around Lake County. These meetings were held in Lucerne at the Robinson Rancheria on December 1, 2008; in Clearlake at the Highlands Senior Center on December 2, 2008; in Middletown at the Cal Pine Visitor’s Center on December 4, 2008; and in Lakeport at the Konocti Vista Conference Center on December 5, 2008. Targeted outreach meetings were held with the Latino community at Kelseyville High School on March 4, 2009; the Tribal community at the Big Valley gymnasium on March 5, 2009; and TAY at the TAY Drop-In Center, Lake Center for Support on March 16, 2009.
- Newspaper and radio announcements to ensure that community meetings were publicly accessible to a diverse group of stakeholders were published in four local newspapers and broadcast on five radio stations, including one in Spanish. Flyers in both English and Spanish were posted around the County in public places. These flyers were also faxed and e-mailed to community agencies to inform stakeholder organizations.

**PEI COMMUNITY PROGRAM PLANNING PROCESS****Form No. 2**

- b. Provided opportunities to participate for individuals reflecting the diversity of the demographics of the County, including but not limited to, geographic location, age, gender, race/ethnicity and language.

Participation in the planning process was intentionally designed to address the diversity in our county in the following manner:

- Lake County has four distinct population centers remote from one another. These include Lakeport/Kelseyville, Clearlake, Middletown, and Lucerne/Nice. Geographic concerns were addressed by holding the initial planning meetings in these four distinct locations.
  - Ethnic and racial diversity in Lake County consists of large Latino and Tribal populations, a growing African American population, and a relatively small population of Asian and Pacific Island Native residents. Although initial planning meetings included representation from these groups, follow-up outreach with key informants and stakeholder groups took place as specified in Part 2a above. To address language barriers in the planning process, a Spanish language interpreter was provided at meetings when necessary. Additionally, Spanish speaking participants were provided the opportunity to plan in their native language. The results were then translated and incorporated into the final plan.
  - Socioeconomic challenges in Lake County are a prominent feature in the community. To address the challenges to participating in planning by those who would not otherwise have the resources, transportation, childcare, and meals were provided for each meeting.
  - Identified as underserved in the ongoing planning process for the MHSA, transitional age youth, older adults, and newborn children and their mothers were targeted for key informant and outreach meetings.
  - Identified members of the GLBTQ population in Lake County were well represented in the planning process.
- c. Included outreach to clients with serious mental illness and/or serious emotional disturbance and their family members, to ensure the opportunity to participate.

Our outreach to clients and family members included the following efforts:

- Focus groups specifically targeting consumer volunteers, active consumers, and Peer Leadership were held at Lake County Mental Health's Lighthouse Drop-In Center. These stakeholders have the opportunity for continuing participation in the MHSA and PEI planning process through ongoing twice monthly Friday afternoon meetings.
- Two PEI-specific meetings with family members were arranged by the Parent Partner and took place at the regularly scheduled support group.
- Consumers and family members were encouraged to attend the stakeholder planning meetings by department staff. Announcements were made in groups, reminders went out to individuals, and transportation was provided to/from department locations.

## PEI COMMUNITY PROGRAM PLANNING PROCESS

**Form No. 2**

- The development of a TAY peer counsel was a result of targeted outreach in the PEI planning process at the local drop-in center for consumers in this age group.

### **3. Explain how the county ensured that the Community Program Planning Process included the following required stakeholders and training:**

- a. Participation of stakeholders as defined in Title 9, California Code of Regulations (CCR), Chapter 14, Article 2, Section 3200.270, including, but not limited to:

Participation of required stakeholders was assured in the following ways:

- Individuals with serious mental illness and/or serious emotional disturbance and/or their families were involved in the PEI planning process as described above.
- Service providers and representatives from the county department of mental health, local public and private mental health entities, and the local federally qualified rural health clinics were in attendance. The Lake County Mental Health Board, NAMI, and the Client Network were also represented.
- The local schools were represented by employees from the county office of education, as well as by interested parties from various school districts.
- Representatives of law enforcement, including probation, juvenile hall, and the jail were participants in planning for PEI.
- Other organizations that represent the interests of consumers and family members, including representatives from 1<sup>st</sup> Five Lake County, MCAH (Maternal, Child and Adolescent Health), Early Start, Area Agency on Aging, Lake Family Resource Center, and Konocti Senior Services, were present.

- b. Training for county staff and stakeholders participating in the Community Program Planning Process.

The MHSA Coordinator provided training on MHSA and PEI guidelines and resource materials used in the planning process for staff and stakeholders at our MHSA community and targeted outreach meetings. In total, eight training sessions were conducted with one hundred sixty people in attendance.

### **4. Provide a summary of the effectiveness of the process by addressing the following aspects:**

- a. The lessons learned from the CSS process and how these were applied in the PEI process.

The county found the following tools and processes most productive while conducting our CSS planning:

- Community meetings

**PEI COMMUNITY PROGRAM PLANNING PROCESS****Form No. 2**

- Focus groups with target communities and partners
- Key informant interviews
- Information/data provided by county agencies, education system, and law enforcement
- Ongoing MHSA Steering Committee

We have utilized the following tools and planning processes to conduct our Prevention and Early Intervention Planning, based on our CSS experiences:

- Structured community meetings open to all able to attend, with training and breakout planning groups by interest (Latino, Tribal, Age Groups, Education, etc.).
- Key informant meetings with representatives of Latino, Tribal, African American, GLBTQ, education, older adult, TAY, and peer/consumer/family member stakeholders.
- Targeted outreach to specific stakeholder groups as previously documented.
- Involvement of CSS Steering Committee members throughout the PEI planning process.

The CSS planning in Lake County resulted in a plan that, once implemented, began to generate feedback and suggestions for expanded programming and/or added focus on specific populations. Our efforts to incorporate these suggestions into our PEI planning process included the following:

- We focused special attention on the Latino, Tribal, TAY, older adult and early childhood stakeholders in our PEI planning. We did this by meeting with key informants and arranging for targeted outreach with representatives from these groups.
- Some stakeholders from the aforementioned groups did not feel adequately involved in the implementation following our CSS planning process. We are committed to addressing this perception in the implementation of the PEI plan in Lake County.

During our CSS planning process the community identified needs and/or recommended strategies and programs that were more appropriate for inclusion in the PEI program. We have incorporated those CSS findings in our planning.

- Proposed in the initial CSS plan for Lake County was a Primary Intervention Program that was deemed a better fit for the PEI component plan. That program has been included in this proposal as the Early Student Support program.
- Also proposed in the original 3-year CSS plan for Lake County was an expansion to the Friendly Visitor Program to serve older adults in communities not served by the existing program. That expansion has been included in this proposal as Older Adult Outreach and Prevention.

**PEI COMMUNITY PROGRAM PLANNING PROCESS****Form No. 2**

- b. Measures of success that outreach efforts produced an inclusive and effective community program planning process with participation by individuals who are part of the PEI priority populations, including Transition Age Youth.

The PEI program planning process in Lake County reached out to representatives from unserved/underserved communities. The following reflects information compiled from sign-in sheets and targeted outreach:

- Latino and Indigenous Spanish speaking participants: 33
- Representative Tribal participants (7 Tribes): 19
- African American participants: 3
- Transition Age Youth: 11
- Older adults: 17
- GLBTQ participants (self-identified) 4

Our program planning process also included the following required stakeholders:

- Consumers: 37
- Family members: 12
- Providers: 11
- Educators: 4
- Law Enforcement 6
- Other organizations: 3  
(Family Resource Center, Senior Services, Area Agency on Aging)

**5. Provide the following information about the required county public hearing:**

- a. The date of the public hearing:

February 26, 2009 and April 13, 2009

- b. A description of how the PEI Component of the Three-Year Program and Expenditure Plan was circulated to representatives of stakeholder interests and any other interested parties who requested it.

The Draft PEI plan was posted on the County website (March 14 – April 12, 2009) and copies of the plan were made available by request via e-mail and USPS. Hard copies of the plan were available upon request at the two Mental Health department Clinics as well as at the Peer Support Drop-in Center. Copies were reviewed by supervisory and leadership staff within the department as well as by the Mental Health Advisory Board. An outline description of the proposed PEI plan was also disseminated and is attached.

- c. A summary and analysis of any substantive recommendations for revisions.

Recommendations from the public hearing on February 26, 2009 and associated revisions include the following:



**PEI COMMUNITY PROGRAM PLANNING PROCESS****Form No. 2**

- Ethnically- and culturally-specific prevention and access to underserved populations was addressed in the plan by offering organized groups, including those from the Tribal, Latino, and GLBTQ communities, the opportunity to develop community-based centers that will provide an array of services including those intended to be funded in this plan specific to prevention and early intervention.
- Additional screening and intervention options in the community were identified as a need in the feedback process. Funding for a community-based provider to obtain training and implement an evidence base practice (e.g. Adverse Childhood Experience Survey) is being made available to implement programming for this identified need.
- Prevention outreach for the Transitional Age Youth homeless population and/or their families were added to the plan as a result of stakeholder feedback.
- Programming for Early Intervention was identified as a substantial need. This will be addressed as an “in-house” project implemented by the Lake County Mental Health department and will be facilitated by staff that will provide short term intervention and recovery programming.
- The initial draft PEI plan was expanded from four to eight programs through this process.
- The one substantive recommendation not addressed in this plan was for an expansion of the MHSA-funded Forensic Mental Health Services program which has been addressed through CSS program changes.

Recommendations from the public hearing on April 13, 2009 and associated revisions include the following:

- Feedback and discussion in this meeting was overwhelmingly supportive of the Plan in its current form (substantive feedback addressed after first hearing).
- A request for more community outreach to the Latino Community was addressed by a Mental Health Board Member inviting a representative from this community to apply to sit on the Board. It was also clarified that the plan does seek to involve, in a comprehensive manner, all underserved populations in the County.
- A comment was made that addressing the needs across the age continuum from children to transition age youth to adults should be a priority. It was pointed out that this effort was being made in the plan and that the effort would be guided in this direction through the implementation process.

**PEI COMMUNITY PROGRAM PLANNING PROCESS****Form No. 2**

- A question was asked if other cultural, non-clinical services would be made available to those who preferred alternatives (curanderas, limpias, priests, etc.). The accepted response was that the proposed funding for population-specific community-based drop-in centers and the prevention mini-grant program would be available for these purposes.
- Faith-based groups were recommended as potential community partners that can assist in prevention activities and provide a supportive referral source for those people with mental health issues. This is supported in the plan and faith-based organizations will be encouraged to get involved through the drop-in center and mini-grant programs as well.
- It was suggested that often, in the schools, children are disciplined for behavior without investigating the root problem. The funding proposed in this plan for school-based services was referred to as an attempt to address this issue.

No significant changes to the plan itself were made after this hearing. However, the input is considered to have much value when it comes to implementation and considerations for contracting through the RFP process.

d. The estimated number of participants:

25 people participated in the February 26, 2009 hearing.

30 people participated in the April 13, 2009 hearing.

**Note:** County mental health programs will report actual PEI Community Program Planning expenditures separately on the annual MHSA Revenue and Expenditure Report.

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17 PEI Project Name: Early Intervention Services Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Stigma and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
A. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input type="checkbox"/>	<input type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input type="checkbox"/>	<input type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input type="checkbox"/>		
6. Underserved Cultural Populations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

- B. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

This project will provide overall coordination of Early Intervention Services for priority populations who experience the first onset of serious mental health issues. Throughout the stakeholder planning process, the concept of introducing wellness and recovery at the first signs of a serious emotional disturbance or serious mental illness has been much supported.

**3. PEI Project Description:** (attach additional pages, if necessary)

Lake County Mental Health will provide the equivalent of one full-time mental health specialist to provide direct early intervention services and supports to those consumers and families who experience the first onset of a serious emotional disturbance or serious mental illness. This project will be based out of the Lake County Mental Health clinic setting and will be afforded the capacity to provide early intervention services to the consumers and/or families in the community. Early intervention programming will be short-term, up to twelve months in duration, and will be modeled after the existing full service partnership programming with a wide array of services and supports available to the clients and their families.

These supports and services are to include, but are not limited to, medical support (both physical and psychiatric), individual and family therapy, service coordination, housing, food, clothing, and linkage to other indicated services. Outreach and Engagement will be used to reduce disparities and will target TAY, homeless, and cultural/ethnic populations identified through the MHSA Community Planning Process. To promote cultural competence, consumers from the Tribal and Latino communities will have increased access to Early Intervention Services through the CSS funded Outreach and Engagement programming serving these populations. This includes the provision of Spanish interpretation and translation services as needed.

**PEI PROJECT SUMMARY**

Form No. 3

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
Early Intervention Services	Individuals: Families:	Individuals: 20 Families: 12	<b>12</b>
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	<b>Individuals: Families:</b>	<b>Individuals: 20 Families: 12</b>	<b>12</b>

**5. Linkages to County Mental Health and Providers of Other Needed Services**

The Early Intervention Services specialist will be involved in the intake process and will oversee the implementation of the recovery plan and related treatment. This will require collaboration with the family, community members, and organizations providing informal supports. Established CSS programming and clinical services will be a resource to those consumers and families as part of the early intervention program.

**6. Collaboration and System Enhancements**

The establishment of targeted early intervention services for those who experience the first onset of a serious emotional disturbance or serious mental illness will require collaboration with community-based organizations (schools, primary care providers, social services, etc.) to establish a referral process. The intention is to enhance the ability throughout the community to identify and respond to serious mental health issues and to intervene at the earliest possible time.

## PEI PROJECT SUMMARY

Form No. 3

### **7. Intended Outcomes**

The intended outcome of this project is to see a measured reduction in the number of long-term mental health consumers being served by the system. This will be accomplished by the implementation of the planned prevention activities contained in this plan as well as the provision of targeted early intervention services to those who qualify.

### **8. Coordination with Other MHSA Components**

Coordination with established CSS programming, including the adult and TAY Drop-in Centers, crisis and older adult access, forensic mental health services, parent partners, and culturally specific outreach and engagement is planned.

### **9. Additional Comments (optional)**

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17 PEI Project Name: Early Student Support Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stigma and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
C. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input type="checkbox"/>	<input type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input type="checkbox"/>		
6. Underserved Cultural Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

D. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

A common theme identified during the stakeholder process was the importance of the early identification of behaviors that may indicate potential emotional or mental health problems in young children in school.

### **3. PEI Project Description:** (attach additional pages, if necessary)

Due to the prevalence of socio-economic challenges that face many families in Lake County, many children, including those from underserved ethnic and cultural populations, are faced with stressors that often emerge as behaviors that may be identified and addressed in the school setting.

The purpose of the program is to enhance the social and emotional development of young students (grades K-3) who are experiencing mild to moderate school adjustment difficulties. Using a systematic selection process of students most likely to benefit from program participation, alternative personnel will provide direct services to students under ongoing supervision and training by credentialed school psychologists in collaboration with professional Lake County Mental Health Department staff.

The goals are to enhance the social and emotional development of young students; increase the likelihood that students experiencing mild to moderate school adjustment difficulties will succeed in school, increase personal competencies related to life success; and minimize the need for more extensive and costly services as they grow older.

In order to enhance the educational experience and personal development of children who may be facing personal and social adjustment issues, this program will provide extra one-on-one attention in the classroom as needed. For example, children accepted into the program may meet for 30 minutes a week for 10 to 12 weeks with an aide, or "Special Friend," engage in various play activities in a specially equipped room. The "Special Friend" offers the child a supportive and non-judgmental relationship which fosters positive self-esteem, confidence in their abilities, and an enhanced sense of belonging to the school. This program will promote cultural competence and a reduction in disparities to Mental Health access by targeting those schools with a high percentage of ethnic diversity and serving students with identified socio-economic challenges.



PEI PROJECT SUMMARY

Form No. 3

4. Programs

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
Early Student Support	Individuals: Families: 90	Individuals: Families: 30	12
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	<b>Individuals: Families: 90</b>	<b>Individuals: Families: 30</b>	12

5. Linkages to County Mental Health and Providers of Other Needed Services

The proposed project is a school-based early intervention program for mild to moderate school adjustment problems. In the event that a more serious emotional problem is identified, there will be procedures in place for referrals to County Mental Health, the County Department of Social Services, the local Family Resource Center, and providers of other needed services.

6. Collaboration and System Enhancements

The contract provider selected to implement this project will display the intention and willingness to collaborate with County Mental Health, the County Office of Education, Local School Districts, and parents and families as stakeholders.

## PEI PROJECT SUMMARY

Form No. 3

### **7. Intended Outcomes**

This project will address the unmet need for early identification and intervention at a young age, resulting in an improvement in the ongoing quality of life and a higher probability of school success, and provide long-term cost savings.

### **8. Coordination with Other MHSA Components**

The early student support program would be linked to other MHSA components as appropriate and as needed. The existing children's FSP programming would be a resource when more intensive services are indicated. The parent partners, as proponents of system development may be a resource to parenting and family issues that may arise. The culturally and ethnically specific Outreach and Engagement programming would be a resource for Latino and Tribal families wanting support.

### **9. Additional Comments (optional)**

This project was included in the original CSS three-year plan for Lake County. DMH recommended it be moved to PEI at the time the original CSS plan was being reviewed.

The budgeted amount to initiate this program is \$100,000 for the first year using MHSA PEI funds.

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17 PEI Project Name: Wellness and Recovery Centers Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stigma and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
E. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input type="checkbox"/>	<input type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input type="checkbox"/>		
6. Underserved Cultural Populations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

F. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

Stakeholder input strongly recommended additional community-based resources for those populations that have been exposed to trauma. The suggested priority populations included children, TAY, families, and underserved cultural populations (Latino, Tribal, GLBTQ, and homeless). Stakeholders from various outlying communities around the county expressed a strong desire to have access to appropriate mental health prevention services located closer to those who are underserved. The suggestions were to have Wellness and Prevention Centers established on Tribal lands and in areas where the Latino population is more concentrated as well as in areas of the county where access to services is challenged by geographical location.

**3. PEI Project Description:** (attach additional pages, if necessary)

This project is intended to provide additional resources for prevention and early intervention dispersed geographically throughout Lake County. The addition of up to eight additional Wellness and Recovery drop-in centers targeting the identified key community needs and populations will serve niche populations, promote culturally competency through program design, and allow access to resources and service delivery in a setting closer to home for consumers of all ages and their families.

The range of activities suggested by stakeholders includes prevention education, community meetings, access to information about non- mental health services (housing, food, legal, medical, education, employment), culturally specific activities (beading, crafts, cooking, recreation) that encourage an overall reduction of risk factors in the surrounding community. Educational offerings promoting mental health will include classes, presentations, and written materials targeting suicide prevention, stigma and discrimination reduction, wellness and resiliency. These activities are to be developed in a culturally sensitive fashion with input and direction from the community participants and their families.

The actual locations of the centers will be required to address geographical challenges to accessing mental health services in the more remote and underserved areas of Lake County. A concerted effort will be made to encourage concentrated cultural and ethnic groups from around the county to apply for this funding to address the desire to have local access to the services provided by this project. There was much discussion by stakeholders for centers to be located in the Kelseyville area of the county where there is a large concentration of Latino residents (Red del Bienestar Familiar Latino). The Big Valley and Robinson tribes of Lake County would like to see culturally focused centers on tribal land (Round House, Hoopa House).

**PEI PROJECT SUMMARY**

Form No. 3

The funding for the implementation of this project may be supplemented with community services and supports funding, as the establishment of these centers in underserved communities will allow for CSS full service partnership, general system development, and outreach and engagement activities to be provided at these locations. These services will be funded by the existing CSS plan and be tracked separately from PEI activities.

Lake County is home to multiple tribal communities, a large Latino population, and other culturally distinct populations who may be interested in accessing this funding through the RFP process. Lake County Mental Health is willing to work to establish this project in targeted areas within the county and take the lead and/or partner in implementing this project with suitable community partners.

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
<b>Wellness and Recovery Centers</b>	Individuals: 480 Families: 600	Individuals: Families:	12
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	<b>Individuals: 480 Families: 600</b>	<b>Individuals: Families:</b>	<b>12</b>

## PEI PROJECT SUMMARY

Form No. 3

### **5. Linkages to County Mental Health and Providers of Other Needed Services**

The proposed project is a county-wide prevention program targeting underserved communities by establishing strategically located Wellness and Prevention Centers throughout the county. In the event that a more serious emotional problem is identified, there will be procedures in place for referrals to County Mental Health, the County Department of Social Services, the local Family Resource Center, and other community-based services.

### **6. Collaboration and System Enhancements**

The intention of this project is to partner with groups and communities around the county, including those from Tribal, Latino, and other targeted populations, to make available prevention and early intervention services where none currently exist. These centers will provide additional resources in these communities to support those who are experiencing challenges that may lead to the development of serious mental health issues.

### **7. Intended Outcomes**

This project will result in a long-term reduction in the number of individuals and families needing intensive mental health treatment through the wellness promotion services and activities that take place at these centers.

### **8. Coordination with Other MHSA Components**

As stated in the project description, the implementation of this project may well be subsidized by community services and supports funding through the existing general system development, full service partnership, and outreach and engagement activities through collocation of programming and service delivery. Establishing locations throughout the community to provide services would allow for greater access for consumers and family members to MHSA services in Lake County.

### **9. Additional Comments (optional)**

PEI PROJECT SUMMARY

Form No. 3

County: Lake – 17 PEI Project Name: Older Adult Outreach and Prevention Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input type="checkbox"/>	<input type="checkbox"/>		
4. Stigma and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
G. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Children and Youth in Stressed Families	<input type="checkbox"/>	<input type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input type="checkbox"/>	<input type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input type="checkbox"/>		
6. Underserved Cultural Populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

H. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

A key community need and identified for future expansion in the original CSS three-year plan, the Friendly Visitor Program is an existing resource for the older adult community in Lake County. However, due to the geographical requirements of the current funding source, approximately half of the County is without this service.

### **3. PEI Project Description:** (attach additional pages, if necessary)

The Friendly Visitor Program provides companionship to the vulnerable population of homebound older adults. Older adult peers attend eighteen hours of training and are then paired with an older adult “friend”. Home visits take place weekly for a minimum of one hour. Visitors are allowed the flexibility to spend more time with their “friend” and most do. The volunteers offer individualized companionship, support, and friendship on a regular basis to seniors who have limited access to outside activities. Reassuring phone calls and access to the MHSA funded Senior Peer Counseling Program are also benefits of the program. As with the existing CSS funded senior peer counseling program, the Friendly Visitor Program will be required to address issues of cultural competency through training, the recruitment of volunteers from the Latino and Tribal communities, and provision of bilingual support in the Spanish language when indicated.



**PEI PROJECT SUMMARY**

Form No. 3

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
<b>Older Adult Outreach and Prevention</b>	Individuals: <b>48</b> Families:	Individuals: Families:	<b>12</b>
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	Individuals: <b>48</b> Families:	Individuals: <b>Families:</b>	<b>12</b>

**5. Linkages to County Mental Health and Providers of Other Needed Services**

The proposed project is an addition to the existing array of services and supports available to the older adult population. Services and supports in Lake County include those provided by the community senior centers, faith-based organizations, and community-based senior service organizations. In addition, the older adult system of care is available through the Mental Health Department for more serious mental health related issues.

**6. Collaboration and System Enhancements**

The contract provider selected to implement this project will display the ability and the resources to collaborate and contribute to the creation of a more seamless array of services for the older adult population in Lake County. Referral sources for this project should come from private and public mental health providers, primary care physicians, senior centers, and other older adult related entities.

## PEI PROJECT SUMMARY

Form No. 3

### **7. Intended Outcomes**

This project will expand the ability to prevent seniors in Lake County from becoming more isolated and allow for early identification and intervention with respect to emerging mental health issues. It will increase the chances of a better quality of life for seniors and decrease resource requirements. This program is intended to serve all identified older adults in a culturally competent manner and will be available to Lake County Latino and Tribal Communities.

### **8. Coordination with Other MHSA Components**

As stated previously, the MHSA plan in Lake County includes an older adult system of care that is able to provide for treatment of serious mental health concerns through the FSP workplan. The existing Latino and Native American Outreach and Engagement programming is a resource for older adults who are members of these populations.

### **9. Additional Comments (optional)**

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17 PEI Project Name: Postpartum Depression Screening and Support Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stigma and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
I. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Children and Youth at Risk for School Failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Underserved Cultural Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

- J. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

Identified as an existing need during the community planning process, a postpartum depression screening program was suggested as a way to prevent early childhood (0-6 months) trauma, and support mothers through the depressive symptoms that often occur after the birth of a child. In severe cases of postpartum depression, the critical bonding that takes place between mother and child is jeopardized. In cases where family supports are not present, the outcomes are potentially tragic.

**3. PEI Project Description:** (attach additional pages, if necessary)

A successful means to assist mothers through the first 3-6 months of newborn care and to detect the severity of postpartum depression that the mother may be experiencing is to provide these mothers with “surrogate” grandmothers. These grandmothers can provide both emotional and physical support with respect to child rearing activities and the activities of daily living that mothers are also expected to perform. However, to ensure that these grandmothers have the confidence and knowledge, especially in detecting severity of depression through manifested symptoms; two essential program components are required, support/coordination and training.

Support/Coordination – Successful program initiation requires, at a minimum, a program leader. This leader is responsible for ensuring that the critical and not-so-critical program details are managed and, wherever possible, routinized. The leader has the following duties without limit: receive and provide referrals; link grandmothers with moms; represent the program to therapists, counselors and the medical community; support grandmothers.

Training – The primary subject for training is clear understanding of the psycho-physical attributes and manifestations of postpartum depression. While it is anticipated that some of the grandmothers themselves may have experienced postpartum depression, this would have occurred years ago, so the signs of depression related to severity may not have been understood or may not be remembered. In addition, it is important to keep in mind that these surrogate grandmothers will not have had a long-established familial relationship with the new mothers. Thus, the training will also help refine their interpersonal skills and provide them with the latest information on early child development, including the importance of breast feeding and newborn care. In addition, an evening orientation session is planned to present to prospective candidates the work and commitment involved in becoming a “surrogate” grandmother.

**PEI PROJECT SUMMARY**

Form No. 3

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
<b>Postpartum Depression Screening and Support</b>	Individuals: Families: 36	Individuals: Families:	<b>12</b>
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	<b>Individuals: Families: 36</b>	<b>Individuals: Families:</b>	<b>12</b>

**5. Linkages to County Mental Health and Providers of Other Needed Services**

This project will be supported by County Mental Health as a resource to mothers with signs of depression. It is endorsed by 1<sup>st</sup> Five Lake County and the local Maternal Child and Adolescent Health Advisory Board.

**6. Collaboration and System Enhancements**

This project would be unique in the County and would work closely with faith-based organizations and volunteers as a source of support. After a two-year period, it is planned that the project will have matured to the point of becoming an organic part of the community, run by volunteers, and needing only funding, which is expected to come from a variety of sources, for occasional training.

## PEI PROJECT SUMMARY

Form No. 3

### **7. Intended Outcomes**

The goal of this project is to optimize the bonding and attachment between a newborn child and its primary caregiver, i.e., mother. Research on attachment theory has clearly demonstrated that a clear and strong bond between child and mother is essential to balanced growth and development. Postpartum depression is the major impediment to creating this bond. Elimination or substantial reduction in the severity of depression is therefore seen as critical. For this to occur there has to be “an early warning system” in place by which mothers presenting mild depression can be gently yet positively supported, thus working through the depression, or in cases of severe onsets of depression, can be quickly referred to supportive therapy.

### **8. Coordination with Other MHSA Components**

The existing culturally focused Outreach and Engagement programs would be able to provide support as well as a referral source for this program. The parent partners employed by Lake County Mental Health would be an additional resource to families.

### **9. Additional Comments (optional)**

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17

PEI Project Name: TAY Peer Support

Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Stigma and Discrimination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6. Underserved Cultural Populations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

K. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

An ongoing identified concern in Lake County is the number of underserved Transitional Age Youth who are unwilling to seek support from traditional mental health sources. It was strongly recommended through the planning process that the existing TAY Drop-in Center would be an ideal location from which to base an outreach program staffed by peer support from the same age group.

**3. PEI Project Description:** (attach additional pages, if necessary)

This project would fund the hiring of one paid half-time outreach coordinator position at the MHSA funded TAY Drop-in Center and is intended to reduce disparities in access to mental health services to this identified priority population (TAY). The establishment of this position would provide project coordination, peer-training for like-aged volunteers at the center, and expand the existing programming to include outreach and prevention activities for the TAY population. These outreach and engagement activities would include media promotion (flyers and public service announcements, in English and Spanish) and targeted presentations (in schools, churches, and culturally specific meetings with Tribal and Latino populations).

PEI funded activities would include outreach to TAY in the community who are in the early stages of being at risk of school failure, involvement with the justice system, or homelessness (i.e., couch surfing). Prevention activities would include peer-led support groups targeting healthy life skills (may include alcohol and drug counseling), conflict resolution, anger management, relaxation techniques, and nutrition and fitness, as well as recreational and educational activities. Recreational activities attractive to this age group may include movies, games, sports, and outings (hiking, community events). Educational activities may include peer tutoring and mentoring, resume writing and job search skills, and computer training. The established TAY Drop-In Center is attractive to this population due to its location central to in the most populated and culturally diverse area of the county and accessible by public transit.



**PEI PROJECT SUMMARY**

Form No. 3

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
<b>TAY Peer Support</b>	Individuals: 60 Families: 60	Individuals: Families:	<b>12</b>
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	Individuals: <b>60</b> Families: <b>60</b>	Individuals: Families:	<b>12</b>

**5. Linkages to County Mental Health and Providers of Other Needed Services**

The proposed project will be located at the existing CSS funded TAY Drop-in Center. This project will provide non-mental health related access to skill building, educational and vocational opportunities, housing resources, and healthy opportunities for recreation and socialization. Referrals for intensive mental health services provided by the Lake County Mental Health Department will be available to TAY and their families when indicated. CSS funded programming, including assistance with outreach and engagement to the Tribal and Latino communities, forensic mental health partnership for those with legal issues, crisis access, and integration of physical and mental health, will continue to be available.

**6. Collaboration and System Enhancements**

The established TAY Drop-in Center is contracted through Redwood Children’s Services. This project would be a PEI expansion of the existing programming. Lake County Mental Health and Redwood Children’s Services will work closely on implementation of this project to ensure that the prevention focus is integrated.

## PEI PROJECT SUMMARY

Form No. 3

### **7. Intended Outcomes**

In providing outreach and engagement activities targeting an increase in protective factors to the underserved TAY population in Lake County, this project would be expected to reduce the number of TAY who may be at risk of homelessness, juvenile justice involvement, and school failure. The intent of this project is to provide an attractive place for youth to learn life skills and create a social network of healthy peer support, promoting a more resilient TAY population via the activities described above.

### **8. Coordination with Other MHSA Components**

As stated previously, the MHSA plan in Lake County funds the existing TAY Drop-in Center that is able to provide daily support for youth seeking assistance. TAY-focused mental health services are available through the county department. These services include FSP programming, housing, and forensic intervention for those involved with the juvenile justice system.

### **9. Additional Comments (optional)**

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17 PEI Project Name: Community Screening and Treatment

Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Stigma and Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Suicide Risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
L. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input type="checkbox"/>	<input type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input type="checkbox"/>	<input type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input type="checkbox"/>	<input type="checkbox"/>		
6. Underserved Cultural Populations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PEI PROJECT SUMMARY**

Form No. 3

M. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

The identified priority populations for mental health screening and treatment options outside of the county mental health department were selected based on stakeholder input and data analysis from the original three-year CSS Plan.

**3. PEI Project Description:** (attach additional pages, if necessary)

This project is intended to be implemented by one or more community-based organizations with the capacity to provide screening and early intervention treatment to consumers not being served in the Lake County community mental health setting. The use of an accepted practice screening tool (Trauma History Screening, Adverse Childhood Experiences, etc.) will be encouraged. This project is expected to include identified underserved populations in the county targeting the Latino, Tribal, and homeless communities who have traditionally been reluctant to engage in County-provided mental health services. The contracted organization(s) will be expected to reach out to the targeted priority populations and address the key community needs identified for this project.

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
<b>Community Screening and Treatment</b>	Individuals: 60 Families: 30	Individuals: 12 Families: 12	12
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	<b>Individuals: 60 Families: 30</b>	<b>Individuals: 12 Families: 12</b>	<b>12</b>

## PEI PROJECT SUMMARY

Form No. 3

### **5. Linkages to County Mental Health and Providers of Other Needed Services**

Lake County, being a very small community, has an established network of community service providers (limited as they may be). Having these providers work closely with the PEI coordinator on the implementation of the project and continuous monitoring of services will establish a secure linkage with Lake County Mental Health so that additional support to consumers can be provided when needed. The selected contractor(s) for this project will be encouraged to use this resource to generate referrals and solicit support where applicable.

### **6. Collaboration and System Enhancements**

The contract provider selected to implement this project will display the ability and the resources to collaborate on and contribute to the creation of a more seamless array of services for the identified priority populations in Lake County, thus providing an additional layer to the local mental health “safety net”.

### **7. Intended Outcomes**

This project is expected to reduce the overall need for long-term treatment, resulting in a reduction of associated costs.

### **8. Coordination with Other MHSA Components**

Existing CSS-funded adult and TAY Drop-in Centers and community outreach and engagement will provide a referral source and resource for those ineligible for or unwilling to engage Lake County mental health services.

### **9. Additional Comments (optional)**

PEI PROJECT SUMMARY

Form No. 3

County: Lake - 17

PEI Project Name: Prevention Mini-Grants

Date: 2/12/10

Complete one Form No. 3 for each PEI project. Refer to Instructions that follow the form.

1. PEI Key Community Mental Health Needs	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
Select as many as apply to this PEI project:				
1. Disparities in Access to Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Psycho-Social Impact of Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. At-Risk Children, Youth and Young Adult Populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stigma and Discrimination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Suicide Risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. PEI Priority Population(s) Note: All PEI projects must address underserved racial/ethnic and cultural populations.	Age Group			
	Children and Youth	Transition-Age Youth	Adult	Older Adult
N. Select as many as apply to this PEI project:				
1. Trauma Exposed Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Individuals Experiencing Onset of Serious Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Children and Youth in Stressed Families	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Children and Youth at Risk for School Failure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5. Children and Youth at Risk of or Experiencing Juvenile Justice Involvement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
6. Underserved Cultural Populations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PEI PROJECT SUMMARY

Form No. 3

- O. Summarize the stakeholder input and data analysis that resulted in the selection of the priority population(s).

The proposed project is the result of stakeholder input on reduction of stigma and discrimination and suicide prevention, identification of priority populations, and suggested approaches for addressing each population.

**3. PEI Project Description:** (attach additional pages, if necessary)

There were a multitude of suggested approaches to the reduction of stigma and discrimination and suicide prevention throughout the community planning process. Many were viable and qualified, if not small in scope. In response to the variety of suggested approaches, it is being proposed that community-based providers and organized consumer and family groups be afforded and empowered with the opportunity to design prevention programming and submit a funding request to the County Mental Health Director for consideration. This mini-grant program would issue funding ranging in amount from \$500 to \$1,500. The proposals would be required to meet the MHSA PEI guidelines for prevention programming in these areas. The following are some examples of proposed projects:

- a. Peer Facilitated Performance Arts
- b. Job Shadowing
- c. Homeless Outreach
- d. TAY/Older Adult support activities
- e. Peer Mentorship
- f. Social Events for Isolated Consumers
- g. Community Wellness Campaign
- h. Alcohol and Other Drugs and Mental Health

All approved projects will be consumer and family-member driven and implemented as well as culturally competent for their audience. The identified underserved populations in the County will be encouraged to apply. Proposals will focus primarily on the reduction of stigma and discrimination or suicide prevention in the community.

**PEI PROJECT SUMMARY**

Form No. 3

**4. Programs**

Program Title	Proposed number of individuals or families through PEI expansion to be served through June 2010 by type		Number of months in operation through June 2010
	Prevention	Early Intervention	
Prevention Mini-Grants	Individuals: 1200 Families: 600	Individuals: Families:	12
<b>TOTAL PEI PROJECT ESTIMATED UNDUPLICATED COUNT OF INDIVIDUALS TO BE SERVED</b>	<b>Individuals:1200 Families: 600</b>	<b>Individuals: Families:</b>	<b>12</b>

**5. Linkages to County Mental Health and Providers of Other Needed Services**

County Mental Health facilitated consumer groups would be eligible to apply for funding, as would any other independent consumer group, or those affiliated with a community-based organization. Written information regarding access to mental health and social supports available in Lake County would be provided to every group awarded mini-grant funding to be made available to the target audience for each.

**6. Collaboration and System Enhancements**

This project would be unique in the County and would encourage mental health consumer groups to have a significant role in deciding how to approach the reduction of stigma and discrimination and suicide prevention. It will promote a more empowered, consumer-driven approach to these targeted prevention programs enhancing the local system.



## PEI PROJECT SUMMARY

Form No. 3

### **7. Intended Outcomes**

With respect to the reduction of stigma and discrimination, the projected outcome is a more understanding community as well as a more empowered consumer population. Suicide prevention activities will result in a better understanding and create an improved awareness of the risk and protective factors associated with suicide in the community. It is intended that this project will increase the collective cultural competency and reduce disparities in access for those underserved populations in Lake County.

### **8. Coordination with Other MHSA Components**

It is expected that the already established, MHSA funded drop-in centers for TAY and adult consumers will be a prominent force in this project. Outreach and Engagement programming will encourage the participation of the local Latino and Tribal communities.

### **9. Additional Comments (optional)**

## Instructions for Preparing the PEI Revenue and Expenditure Budget Worksheet and Budget Narrative (Form No. 4)

Complete a separate Form No. 3 for each PEI project. The suggested page limit for each Form 3, including attachments, is 6-12 pages.

Provide county name, name of PEI project and date of form completion.

### 1. PEI Key Community Mental Health Needs

Indicate by checking the age groups (as many as apply) that will be served from each of the key community mental health needs that apply to this PEI project.

### 2. PEI Priority Population(s)

A. Indicate by checking the age groups (as many as apply) that will be served from each of the priority population(s) that apply to this PEI project.

B. Provide a summary of input and data analysis that resulted in the selection of the priority population(s) and age groups.

### 3. PEI Project Description

Briefly describe the PEI project including the following:

- Explain why the proposed PEI project, including key community need(s), priority population(s), desired outcomes and selected programs address needs identified during the community program planning process.
- Implementation partners and type of organization/setting that will deliver the PEI program and interventions. If the setting is a traditional mental health treatment/services site, explain why this site was selected in terms of improved access, quality of programs and better outcomes for underserved populations.
- Target community demographics, including a description of specific geographic areas and the underserved racial, ethnic and/or cultural populations to be served.
- Highlights of new or expanded programs.
- Actions to be performed to carry out the PEI project, including frequency or duration of key activities.
- Key milestones and anticipated timeline for each milestone.

### 4. Programs

List the name of each program. Indicate the proposed number of individuals or families to be served in prevention, early intervention or both through the new program or expansion through 2009 and the number of months the program will be in operation through June 2009. Please indicate for each program whether the numbers refer to individual persons or to families. Since some individuals may receive services through more than one program the numbers of persons on the page may be a duplicated count. Please indicate at the bottom of the form an estimate of the total *unduplicated* count of individuals and families to be

## **Instructions for Preparing the PEI Revenue and Expenditure Budget Worksheet and Budget Narrative (Form No. 4)**

served through the programs in the PEI project for prevention and separately for early intervention. The count can be duplicated across prevention and early intervention, i.e., one individual may be counted in both areas, if appropriate.

If any portion of this PEI project was previously funded by CSS, identify that portion and provide a rationale for transferring the activity to PEI funding.

### **5. Linkages to County Mental Health and Providers of Other Needed Services**

- Describe how the PEI project links individual participants who are perceived to need assessment or extended treatment for mental illness or emotional disturbance to County Mental Health, the primary care provider or other appropriate mental health service providers.
- Describe how the PEI project links individuals and family members to other needed services, including those provided by community agencies not traditionally defined as mental health and have established or show capacity to establish relationships with at-risk populations; particularly in the areas of substance abuse treatment; community, domestic or sexual violence prevention and intervention; and basic needs.
- Demonstrate that the PEI project includes sufficient programs, policies and activities (including leveraged resources) to achieve desired PEI outcomes at the individual/family, program/system, or, if applicable, community levels.

### **6. Collaboration and System Enhancements**

- Describe relationships, collaborations or arrangements with community-based organizations, such as schools, primary care, etc., the partnerships that will be established in this PEI project and the roles and activities of other organizations that will be collaborating on this project.
- Describe how the PEI component will strengthen and build upon the local community-based mental health and primary care system including community clinics and health centers.
- Describe how resources will be leveraged.
- Describe how the programs in this PEI project will be sustained.

### **7. Intended Outcomes**

- Describe intended individual outcomes.
- Describe intended system and program outcomes.
- Describe other proposed methods to measure success.
- What will be different as a result of the PEI project and how will you know?

### **8. Coordination with Other MHSA Components**

- Describe coordination with CSS, if applicable.
- Describe intended use of Workforce Education and Training funds for PEI

**Instructions for Preparing the PEI Revenue and Expenditure  
Budget Worksheet and Budget Narrative (Form No. 4)**

projects, if applicable.

- Describe intended use of Capital Facilities and Technology funds for PEI projects, if applicable.

9. Additional Comments

Please add any other comments about this PEI Project (limit to one page).

## Instructions for Preparing the PEI Revenue and Expenditure Budget Worksheet and Budget Narrative (Form No. 4)

Counties are required to complete the Prevention and Early Intervention Revenue and Expenditure Budget Worksheet and accompanying narrative to obtain funding. A separate budget worksheet should be prepared for each PEI project and each PEI provider within the project for fiscal years 2007-08 through 2008-09. Below are the specific instructions for preparing the Prevention and Early Intervention Revenue and Expenditure Budget Worksheet.

### General Instructions:

Round all expenditures to the nearest whole dollar.

For expansion of existing programs or services, enter current funding and revenues currently incurred as well as the proposed expansion of expenditures and revenues under the MHSa so that total program or service expenditures and revenues are included in the budget.

Counties will not be held to individual budget line items but to the overall budget for each PEI project. The individual line items will be used by OAC and DMH to evaluate each county's proposed budget and staffing pattern to implement new or expanded PEI projects.

### Heading Instructions:

Enter date budget worksheet was prepared.

Enter the county name or county names if multiple counties are proposing to operate or provide the services jointly.

Indicate the name of the PEI project.

Enter the provider name if known.

Enter the proposed category of organization from the drop down menu (county agency, Ethnic or cultural organization, Family resource center, Mental health treatment/service provider, Older adult service center, Primary health care, PreK-12 school, University/College/Community College, Youth center, Other).

Enter the number of proposed individuals to be served in FY 07-08 and FY 08-09.

Enter the number of individuals currently served by the existing program for FY 07-08 to 08-09.

The number of individuals to be served through the PEI expansion is automatically calculated as the difference between total individuals to be served and currently served individuals.

Enter number of months of operation for each fiscal year.

### **Line Item Instructions:**

#### **A. EXPENDITURES**

##### 1. Personnel Expenditures:

a. Salary and wages - Enter the personnel expenditures for the provider.

b. Employee Benefits - Enter budgeted employee benefits. This includes: FICA, medical and dental insurance, disability insurance, workers compensation insurance, retirement plan contributions, and other employee benefits. An average of current employee benefits may be used to estimate these amounts.

c. Total Personnel Expenditures - it is automatically calculated and is the sum of lines 1a and 1b.

##### 2. Operating Expenditures:

a. Facility Cost – Enter total budgeted amount to be incurred for facility cost.

b. Other Operating – Enter budget amount to be incurred in all other (non-facility) operating expenditures including postage, photocopy expenses, office supplies, other supplies, communication services, utilities and equipment, staff development and other operating expenses.

c. Total Operating Expenses - it is automatically calculated and is the sum of lines 2a and 2b.

## Instructions for Preparing the PEI Revenue and Expenditure Budget Worksheet and Budget Narrative (Form No. 4)

### 3. Subcontracts/Professional Services:

List each subcontract and its total budget amount as a separate budget line item. List subcontracts by organization name (if known) and by purpose.

a. Total Subcontracts - it is automatically calculated and is the sum of line 3 (all subcontracts).

### 4. Proposed PEI Project Budget:

Total Proposed PEI Project Budget - it is automatically calculated and is the sum of lines 1c, 2c and 3a.

## **B. REVENUES**

Enter the amount and sources of revenues expected from providing new or expanded services under this PEI project. Services and costs may be eligible for Medi-Cal, Medicare and other reimbursement. The county may be able to leverage other funds through funding partners. Counties should attempt to estimate revenues that would off-set MHSA program/service expenditures from the proposed budget amounts from Section A.

1. Total Revenue - it is automatically calculated and is the sum of line B (all revenues).

### 5. Total Funding Requested for PEI Project:

This amount is automatically calculated and equals the total proposed budget (line 4) less total estimated revenues (line B.1). This reflects the amount of funding requested for this program/service under the MHSA. Counties submitting a joint program budget should describe in the budget narrative the amount of funding required for each individual county. It is suggested that counties use the estimated percent of individuals to be served from each county to estimate the funding required for each individual county.

### 6. Total In-Kind Contributions:

This amount is calculated by payments made in the form of goods and services, rather than cash.

### **Budget Narrative Instructions:**

Counties must also prepare a budget narrative that provides a brief description of Proposed Expenses and Revenues and the source documents and approach used by the county to estimate budget amounts. In the budget narrative, indicate which personnel positions will be filled by mental health clients and family members. Address any proposed out-of-state travel and justify the purpose and cost.

**NOTE:** Counties will be required to report PEI expenditures actually incurred by PEI project and by each PEI provider on the Annual Revenue and Expenditure Report which is due December 31 following the end of the fiscal year.

## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Early Intervention Services

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 32

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues		Total Program/PEI Project Budget		
		FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>				
<b>1. Personnel (list classifications and FTEs)</b>				
<b>a. Salaries, Wages</b>				
Specialist (1 FTE)			\$52,741	\$52,741
<b>b. Benefits and Taxes @ 44.4 %</b>			\$23,416	\$23,416
<b>c. Total Personnel Expenditures</b>		\$0	\$76,157	\$76,157
<b>2. Operating Expenditures</b>				
<b>a. Facility Cost</b>			\$12,947	\$12,947
<b>b. Other Operating Expenses</b>			\$7,615	\$7,615
<b>c. Total Operating Expenses</b>		\$0	\$20,562	\$20,562
<b>3. Subcontracts/Professional Services (list/itemize all subcontracts)</b>				
<b>a. Total Subcontracts</b>				
<b>4. Total Proposed PEI Project Budget</b>		\$0	\$96,719	\$96,719
<b>B. Revenues (list/itemize by fund source)</b>				
	None Identified		\$0	\$0
<b>1. Total Revenue</b>		\$0	\$0	\$0
<b>5. Total Funding Requested for PEI Project</b>		\$0	\$96,719	\$96,719
<b>6. Total In-Kind Contributions</b>		\$0	\$0	\$0

## PEI Revenue and Expenditure Budget Narrative

Enclosure 3

County Name: Lake – 17

Date: 2/12/10

PEI Project Name: Early Intervention Services

Lines 1a-1c. Wages and Benefits Expenditures

It is proposed to allocate funding in the amount of \$76,157 to provide funding for the equivalent FTEs for one Mental Health Specialist to provide the services described in this project. Benefits are calculated at the rate of 44.4%.

Line 2a. Facility Costs

Facility costs in the amount of \$16,235 are calculated as a percentage of departmental overhead determined by wages and benefits costs for this project divided by total departmental payroll.

Line 2b. Other Operating Expenses

These expenses, in the amount of \$17,615, are in place to provide necessary implementation costs as well as additional supports for the consumers and families served in this project.



## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Early Student Support

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 120

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
	\$0	\$0	\$0
b. Benefits and Taxes @ 44.4 %	\$0	\$0	\$0
<b>c. Total Personnel Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
2. Operating Expenditures			
a. Facility Cost	\$0	\$0	\$0
b. Other Operating Expenses	\$0	\$0	\$0
<b>c. Total Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
Early Student Support		\$100,000	\$100,000
<b>a. Total Subcontracts</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
4. Total Proposed PEI Project Budget	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>B. Revenues (list/itemize by fund source)</b>			
None Identified	\$0	\$0	\$0
1. Total Revenue	\$0	\$0	\$0
<b>5. Total Funding Requested for PEI Project</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>6. Total In-Kind Contributions</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## PEI Revenue and Expenditure Budget Narrative

**County Name:** Lake – 17

**Enclosure 3**  
**Date:** 2/12/10

**PEI Project Name:** Early Student Support

Line 3. Subcontracts/Professional Services (list/itemize all subcontracts):

It is proposed to allocate funding in the amount of \$100,000 by way of the Lake County RFP process to contract for the services provided by this project. This amount is intended to fund all costs associated with the implementation of this project by a qualified community based partner including staffing, training implementation and administrative costs for one year.

## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Wellness and Recovery Centers

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 1,080

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>			
<b>1. Personnel (list classifications and FTEs)</b>			
<b>a. Salaries, Wages</b>			
_____	\$0	\$0	\$0
<b>b. Benefits and Taxes @ 44.4 %</b>			
	\$0	\$0	\$0
<b>c. Total Personnel Expenditures</b>			
	\$0	\$0	\$0
<b>2. Operating Expenditures</b>			
<b>a. Facility Cost</b>			
	\$0	\$0	\$0
<b>b. Other Operating Expenses</b>			
	\$0	\$0	\$0
<b>c. Total Operating Expenses</b>			
	\$0	\$0	\$0
<b>3. Subcontracts/Professional Services (list/itemize all subcontracts)</b>			
Wellness and Recovery Centers		\$80,000	\$80,000
<b>a. Total Subcontracts</b>			
	\$0	\$80,000	\$80,000
<b>4. Total Proposed PEI Project Budget</b>			
	\$0	\$80,000	\$80,000
<b>B. Revenues (list/itemize by fund source)</b>			
None Identified	\$0	\$0	\$0
<b>1. Total Revenue</b>			
	\$0	\$0	\$0
<b>5. Total Funding Requested for PEI Project</b>			
	\$0	\$80,000	\$80,000
<b>6. Total In-Kind Contributions</b>			
	\$0	\$0	\$0

## PEI Revenue and Expenditure Budget Narrative

**County Name:** Lake – 17

**Enclosure 3**  
**Date:** 2/12/10

**PEI Project Name:** Wellness and Recovery Centers

Line 3. Subcontracts/Professional Services (list/itemize all subcontracts):

It is proposed to allocate funding by way of the Lake County RFP process, collaboration with other community-based organizations, implementation of this project by Lake County Mental Health, or any combination thereof, depending on community response during the implementation process. This funding will provide initial dollars to establish as many as four centers as described in the project proposal and will cover securing appropriate locations (rent), furnishings and equipment, and all other costs related to the first year of operation. Additional MHSA CSS funding for approved programming may be combined with these funds to ensure sustainability.

## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Older Adult Outreach and Prevention

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 48

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>			
<b>1. Personnel (list classifications and FTEs)</b>			
a. Salaries, Wages	\$0		
b. Benefits and Taxes @ 44.4 %	\$0		
<b>c. Total Personnel Expenditures</b>	<b>\$0</b>		<b>\$0</b>
<b>2. Operating Expenditures</b>			
a. Facility Cost	\$0		
b. Other Operating Expenses	\$0		
<b>c. Total Operating Expenses</b>	<b>\$0</b>		
<b>3. Subcontracts/Professional Services (list/itemize all subcontracts)</b>			
Older Adult Outreach and Prevention		\$20,000	\$20,000
<b>a. Total Subcontracts</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>4. Total Proposed PEI Project Budget</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>B. Revenues (list/itemize by fund source)</b>			
None Identified	\$0	\$0	\$0
<b>1. Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>5. Total Funding Requested for PEI Project</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>6. Total In-Kind Contributions</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## PEI Revenue and Expenditure Budget Narrative

**County Name: Lake – 17**

**Enclosure 3**  
**Date: 2/12/10**

**PEI Project Name: Older Adult Outreach and Prevention**

Line 3. Subcontracts/Professional Services (list/itemize all subcontracts):

It is proposed to allocate funding in the amount of \$20,000 by way of the Lake County RFP process to contract for the services provided by this project. This amount is intended to fund all costs associated with the implementation of this project by a qualified community based partner including staffing, training implementation and administrative costs.

## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Postpartum Depression Screening and Support

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 36

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues		Total Program/PEI Project Budget		
		FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>				
1. Personnel (list classifications and FTEs)				
a. Salaries, Wages				
PEI Specialist (1 FTE)				
b. Benefits and Taxes @ 44.4 %				
<b>c. Total Personnel Expenditures</b>		\$0	\$0	\$0
2. Operating Expenditures				
a. Facility Cost				
b. Other Operating Expenses				
<b>c. Total Operating Expenses</b>		\$0	\$0	\$0
3. Subcontracts/Professional Services (list/itemize all subcontracts)				
Postpartum Depression Screening and Support			\$18,000	\$18,000
<b>a. Total Subcontracts</b>		\$0	\$18,000	\$18,000
<b>4. Total Proposed PEI Project Budget</b>		\$0	\$18,000	\$18,000
B. Revenues (list/itemize by fund source)				
None Identified		\$0	\$0	\$0
<b>1. Total Revenue</b>		\$0	\$0	\$0
<b>5. Total Funding Requested for PEI Project</b>		\$0	\$18,000	\$18,000
<b>6. Total In-Kind Contributions</b>		\$0	\$0	\$0

## PEI Revenue and Expenditure Budget Narrative

**County Name:** Lake – 17

**Enclosure 3**  
**Date:** 2/12/10

**PEI Project Name: Postpartum Depression Screening and Support**

Line 3. Subcontracts/Professional Services (list/itemize all subcontracts):

It is proposed to allocate funding in the amount of \$18,000 by way of the Lake County RFP process to contract for the services provided by this project. This amount is intended to fund all costs associated with the implementation of this project by a qualified community based partner including staffing, training implementation and administrative costs.





## PEI Revenue and Expenditure Budget Narrative

**County Name:** Lake – 17

**Enclosure 3**  
**Date:** 2/12/10

**PEI Project Name:** TAY Peer Support

Line 3. Subcontracts/Professional Services (list/itemize all subcontracts):

It is proposed to allocate funding for this project to provide peer support staffing, prevention activities, and administrative costs as an addition to existing TAY Drop-in center.

## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Community Screening and Treatment

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 114

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
b. Benefits and Taxes @ 44.4 %			
<b>c. Total Personnel Expenditures</b>	\$0	\$0	\$0
2. Operating Expenditures			
a. Facility Cost			
b. Other Operating Expenses			
<b>c. Total Operating Expenses</b>	\$0	\$0	\$0
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
Community Screening and Treatment		\$20,000	\$20,000
<b>a. Total Subcontracts</b>	\$0	\$20,000	\$20,000
4. Total Proposed PEI Project Budget	\$0	\$20,000	\$20,000
<b>B. Revenues (list/itemize by fund source)</b>			
None Identified	\$0	\$0	\$0
1. Total Revenue	\$0	\$0	\$0
<b>5. Total Funding Requested for PEI Project</b>	\$0	\$20,000	\$20,000
<b>6. Total In-Kind Contributions</b>	\$0	\$0	\$0

## PEI Revenue and Expenditure Budget Narrative

**County Name:** Lake – 17

**Enclosure 3**  
**Date:** 2/12/10

**PEI Project Name:** Community Screening and Treatment

Line 3. Subcontracts/Professional Services (list/itemize all subcontracts):

It is proposed to allocate funding in the amount of \$20,000 by way of the Lake County RFP process to contract for the services provided by this project. This amount is intended to fund all costs for training, implementation, and administration of this project by a qualified community based organization.

## PEI Revenue and Expenditure Budget Worksheet

**Enclosure 3  
Form  
No. 4**

County Name: Lake - 17

Date: 2/12/10

PEI Project Name: Prevention Mini-Grants

Provider Name (if known): Lake County Mental Health Department

Intended Provider Category:

Proposed Total Number of Individuals to be served:                      FY 08-09 0                      FY 09-10 1,800

Total Number of Individuals currently being served:                      FY 08-09 0                      FY 09-10 0

Total Number of Individuals to be served through PEI Expansion:                      FY 08-09 0                      FY 09-10 0

Months of Operation:                      FY 08-09 0                      FY 09-10 12

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 08-09	FY 09-10	Total
<b>A. Expenditure</b>			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
b. Benefits and Taxes @ 44.4 %			
<b>c. Total Personnel Expenditures</b>	\$0	\$0	\$0
2. Operating Expenditures			
a. Facility Cost			
b. Other Operating Expenses	\$	\$35,000	\$35,000
<b>c. Total Operating Expenses</b>	\$0	\$0	\$0
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
<b>a. Total Subcontracts</b>	\$0	\$35,000	\$35,000
4. Total Proposed PEI Project Budget	\$0	\$35,000	\$35,000
<b>B. Revenues (list/itemize by fund source)</b>			
None Identified	\$0	\$0	\$0
1. Total Revenue	\$0	\$0	\$0
<b>5. Total Funding Requested for PEI Project</b>	\$0	\$35,000	\$35,000
<b>6. Total In-Kind Contributions</b>	\$0	\$0	\$0

**PEI Revenue and Expenditure Budget Narrative**

**County Name:** Lake – 17

**Date:** 2/12/10

**PEI Project Name:** Prevention Mini-Grants

Line 2b. Other Operating Expenses:

It is proposed to allocate funding in the amount of \$35,000 to be administered by way of mini-grants to fund the activities described in this project. An application process will be made available and approval will be decided by the Mental Health Director.

PEI Administration Budget Worksheet

Form No.5

County: Lake

Date: 2/12/10

	Client and Family Member, FTEs	Total FTEs	Budgeted Expenditure FY 2008-09	Budgeted Expenditure FY 2009-10	Total
<b>A. Expenditures</b>					
1. Personnel Expenditures					
a. PEI Coordinator					
b. PEI Support Staff		.33		\$11,991	\$11,991
c. Other Personnel (list all classifications)					
_____					
_____					
_____					
d. Employee Benefits				\$4,437	\$4,437
e. Total Personnel Expenditures			\$0	\$16,428	\$16,428
<b>2. Operating Expenditures</b>					
a. Facility Costs				\$2,793	\$2,793
b. Other Operating Expenditures					
c. Total Operating Expenditures			\$0	\$2,793	\$2,793
<b>3. County Allocated Administration</b>					
a. Total County Administration Cost				\$1,060	\$1,060
<b>4. Total PEI Funding Request for County Administration Budget</b>			\$0	\$20,281	\$20,281
<b>B. Revenue</b>					
1. Total Revenue					
<b>C. Total Funding Requirements</b>			\$0	\$20,281	\$20,281
<b>D. Total In-Kind Contributions</b>			\$0	\$0	\$0

**PEI Administration Budget Narrative****County Name: Lake – 17****Date: 2/12/10****PEI Administration Costs**

Lines 1a-1e. Wages and Benefits Expenditures

It is proposed to allocate funding in the amount of \$16,428 for PEI Administrative Support (.33FTE). Benefits are calculated at the rate of 44.4%.

Line 2a. Facility Costs

Facility costs in the amount of \$2,793 are calculated as a percentage (2.36%) of departmental facilities overhead determined by wages and benefits costs administering the PEI program divided by total departmental payroll.

Line 3a. Total County Administration Cost

This expense, in the amount of \$1,060 is to fund Lake County Administration (A-87) costs.



## Instructions for Preparing PEI Administration Budget Worksheet (Form No. 5)

Counties are required to complete the PEI Administration Budget worksheet. Below are the specific instructions for preparing the attached PEI Administration Budget worksheet.

### General Instructions:

Round all expenditures to the nearest whole dollar. Round FTE counts to two decimals. Only county administrative costs should be shown on the PEI Administration Budget Worksheet. Contract providers and other county governmental organizations with management and support costs should show those budgeted expenditures in the relevant PEI project budget worksheet.

Counties will not be held to individual budget line items but to the overall Administration budget. The individual line items will be used by OAC and DMH to evaluate each county's proposed budget and staffing pattern to implement new or expanded PEI projects. It is strongly encouraged that counties limit the MHSA PEI administration budget to 15 percent or less of the total PEI component funds requested.

### Heading Instructions:

Enter the county name or county names if multiple counties are proposing to administer PEI services jointly.

Enter the date the budget worksheet is prepared.

### Line Item Instructions:

#### A. EXPENDITURES

##### 1. Personnel expenditures:

- a. PEI Coordinator - Enter salary expenditures for the PEI Coordinator.
- b. PEI Support Staff - Enter the number of client, family member and caregiver FTEs, the total number of FTEs and the salary expenditures for the county's MHSA support staff.
- c. Other Personnel - Enter the number of client, family member and caregiver FTEs, the total number of FTEs (including client, family, caregiver FTEs) and the salary expenditures for the county's PEI coordinator. If this position is not full-time on PEI administrative activities, enter the partial FTE and corresponding salary related to PEI administration.
- d. Employee Benefits - Enter budgeted employee benefits. This includes FICA, medical and dental insurance, disability insurance, workers compensation insurance, retirement plan contributions and other employee benefits. An average of current employee benefits may be used to estimate these amounts.
- e. Total Personnel Expenditures - it is automatically calculated and is the sum of lines 1a and 1d.

##### 2. Operating Expenditures:

- a. Facility Cost – Enter the total amount to be incurred for facility costs.
- b. Other Operating Expenditures – Enter the total amount to be incurred for professional services (e.g., amounts to be incurred for consulting, facilitation and other professional services), general expenditures including postage, photocopy expenses, office supplies and other supplies; travel and transportation e.g., hotels, mileage, meals, car rental, motor pool charges and other travel and transportation expenses; equipment and utilities including room rental for meetings, equipment rentals, telecommunication costs and utilities; and other operating expenses.
- c. Total Operating Expenditures - it is automatically calculated and is the sum of lines 2a and 2b.

##### 3. County Allocated Overhead:

- a. Countywide Administration (A-87) – This includes A-87 costs attributable to PEI programs and county allocated administrative costs. These costs could include centralized accounting or purchasing costs not included in the A-87 allocation or the other personnel expenditures. Enter total County Allocated Administration in line 3a.

**Instructions for Preparing PEI Administration Budget Worksheet (Form No. 5)****4. Total PEI Funding Request for County Administration Budget**

Total PEI Funding Request Budget - it is automatically calculated and is the sum of lines 1e, 2c, and 3a.

**B. REVENUE**

1. Enter the amount of revenues expected to be generated in providing new or expanded PEI projects. Some services and costs under the MHSA are eligible for Medi-Cal, Medicare and other reimbursement. Counties should attempt to estimate revenues that would off-set MHSA program/service expenditures using the proposed budget amounts from Section A.

**C. TOTAL FUNDING REQUIREMENTS**

This amount is automatically calculated and equals the total PEI Funding Request for county administration budget (line 4) less total estimated revenues (line B 1). This reflects the amount of funding requested for county administration under PEI.

**D. TOTAL IN-KIND CONTRIBUTIONS**

This amount is calculated by payments made in the form of goods and services, rather than cash.

**BUDGET NARRATIVE INSTRUCTIONS:** Counties must also prepare a budget narrative that describes line items in the budget and the approach used by the county to estimate budget amounts and source of documents for the development of the budget. Please indicate current, existing positions, if any, number, classifications, C/FM positions and a brief description of each FTE's functions. Address any proposed out-of-state travel and justify the purpose and cost.

**NOTE:** Counties will be required to report PEI administration expenditures actually incurred on the Annual Revenue and Expenditure Report which is due December 31 following the end of the fiscal year.

## PREVENTION AND EARLY INTERVENTION BUDGET SUMMARY

**Form  
No. 6**

Instruction: Please provide a listing of all PEI projects submitted for which PEI funding is being requested. This form provides a PEI project number and name that will be used consistently on all related PEI project documents. It identifies the funding being requested for each PEI project from Form No. 4 for each PEI project by the age group to be served, and the total PEI funding request. Also insert the Administration funding being requested from Form No.5 (line C).

<b>County:</b>	Lake – 17
<b>Date:</b>	2/12/10

#	List each PEI Project	Fiscal Year			Funds Requested by Age Group			
		FY 08/09	FY 09/10	Total	*Children, Youth, and their Families	*Transition Age Youth	Adult	Older Adult
	Early Intervention Services	\$0	\$96,719	\$96,719		\$48,360	\$48,359	
	Early Student Support	\$0	\$100,000	\$100,000	\$100,000			
	Wellness and Recovery Centers	\$0	\$80,000	\$80,000	\$20,000	\$20,000	\$20,000	\$20,000
	Older Adult Outreach and Prevention	\$0	\$20,000	\$20,000				\$20,000
	Postpartum Depression Screening and Support	\$0	\$18,000	\$18,000	\$18,000			
	TAY Peer Support	\$0	\$20,000	\$20,000		\$20,000		
	Community Screening and Treatment	\$0	\$20,000	\$20,000		\$10,000	\$10,000	
	Prevention Mini-Grants	\$0	\$35,000	\$35,000		\$17,500	\$17,500	
	Administration	\$0	\$20,281	\$20,281	\$5,070	\$5,071	\$5,070	\$5,070
	<b>Total PEI Funds Requested:</b>	<b>\$0</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$143,070</b>	<b>\$120,931</b>	<b>\$105,929</b>	<b>\$45,070</b>

\*A minimum of 51 percent of the overall PEI component budget must be dedicated to individuals who are between the ages of 0 and 25 ("small counties" are excluded from this requirement).



**LOCAL EVALUATION OF A PEI PROJECT**

**Form No. 7**

- Describe the numbers and demographics of individuals participating in this intervention. Indicate the proposed number of individuals under each priority population to be served by race, ethnicity and age groups. Since some individuals may be counted in multiple categories, the numbers of persons on the chart may be a duplicated count. For “other”, provide numbers of individuals served for whom a category is not provided (i.e., underserved cultural populations; e.g., gay, lesbian, bisexual, transgender, questioning; hearing impaired, etc.). Please indicate at the bottom of the form an estimate of the total *unduplicated* count of individuals to be served. If the focus of the intervention is families, count each person in the family.

**PERSONS TO RECEIVE INTERVENTION**

POPULATION DEMOGRAPHICS	PRIORITY POPULATIONS						
	TRAUMA	FIRST ONSET	CHILD/YOUTH STRESSED FAMILIES	CHILD/YOUTH SCHOOL FAILURE	CHILD/YOUTH JUV. JUSTICE	SUICIDE PREVENTION	STIGMA/DISCRIMINATION
<b><u>ETHNICITY/ CULTURE</u></b>							
African American							
Asian Pacific Islander							
Latino							
Native American							
Caucasian							
Other (Indicate if possible)							
<b><u>AGE GROUPS</u></b>							
Children & Youth (0-17)							
Transition Age Youth (16-25)							
Adult (18-59)							
Older Adult (>60)							
<b>TOTAL</b>							
Total PEI project estimated <i>unduplicated</i> count of individuals to be served _____							



## Instructions for Completing the Local Evaluation of a PEI Project (Form No. 7)

The purpose of the local evaluation of the programs within a PEI project is to encourage counties to specify the expectations for what the programs are intended to accomplish, to assess how well they do that, to share that information with the state and with relevant local stakeholders, and to expand and/or revise the programs (and PEI project of which they are a part) in accord with the evaluation results.

For the local evaluation the county will select one of its PEI projects and the programs within that PEI project for the evaluation.

The state recognizes that counties vary substantially in their capacity to undertake rigorous evaluation activities. The state will review the local evaluation designs with this in mind. Counties do not need to propose complicated rigorous methodologies that are beyond their capacity to implement.

The state also recognizes that evaluation designs cannot be finalized until PEI projects are implemented. Again, the state will review the evaluation methodology with this in mind. The county should be as detailed as possible given the state of development of the PEI projects.

The state expects the county to conduct an evaluation which addresses both individual/family and program/system level outcomes. Inclusion of an assessment of long-term community outcomes is optional.

The county may conduct the evaluation itself or contract with an independent evaluator. If the latter approach is used the evaluator can select additional measurement and evaluation approaches but should at a minimum cover the items cited below.

The county should address all the following items in its description of its evaluation design for one program.

- 1) Specify the PEI project to be evaluated and briefly describe how the selection was made.

The selection of the PEI project and programs to be evaluated should be an issue addressed by stakeholders in the planning process. It is recommended that the following be considered in this selection.

- The extent of resources devoted to the PEI project and programs. The greater the resources the more likely there will be a sizable impact which can be measured.
- The clarity of the outcomes. The clearer the goals and objectives of the programs the easier it will be to do the evaluation.
- The relevance and importance of the programs. The more importance the stakeholders place on the programs the greater the pressure on all involved to participate actively in the evaluation.

## Instructions for Completing the Local Evaluation of a PEI Project (Form No. 7)

- The capacity of partner organizations to participate in the evaluation. The greater the capacity of the partner entities to collect data on a consistent fashion the greater the reliability of the results.

### 2) Specify the outcomes for the programs.

Specify the outcomes for the programs. Outcomes should be specified at the individual/family and at the program/system-level. Person-level outcomes refer to expected changes for the specific persons who are the recipients of the program/activity. Counties should look first to find person-level outcomes which have been used in studies done about each program.

System level outcomes refer to kinds of things which will be done to implement the program. They can be as simple as the partner agency contributing some resources and implementing the program or as advanced as a change in attitudes of the staff in the partner agency or the improvement in the quality of the relationship between mental health and the partner agency.

The outcomes should be specific to each program. They may be the same or similar to those for the larger PEI project, but they should be things which will be affected by the particular program.

### 3) Specify the expected numbers and demographics of individuals to receive the intervention.

The number of persons who will be recipients of each program should be specified according to the following descriptors. The descriptors are intended to provide (1) a basic demographic picture and (2) an indication of the type of priority populations.

- Age
- Gender
- Race/Ethnicity
- Culture
  - If selecting "other" for Race/Ethnicity and Culture, identify to the extent possible.
- Priority population conditions/situations
  - Trauma Exposed
  - Onset of serious psychiatric illness
  - Children and youth in a stressed families
  - Children and youth at risk of school failure
  - Children and youth at risk of or experiencing juvenile justice involvement
  - At risk for suicide

It is understood that these will be only estimates.



## Instructions for Completing the Local Evaluation of a PEI Project (Form No. 7)

The county should also make an estimate of the total unduplicated count of individuals that will be reached by the program. If the focus of the intervention is families, count each person in the family. The county should specify the methodology it intends to use to make this estimate.

### 4) Specify how the achievement of outcomes will be measured.

For each person-level and system-level outcome cited above the county should specify how it will measure its success at achieving the outcome. This entails the following steps.

- How will the outcome be measured? There are a variety of ways of measuring outcomes – some possibilities are suggested below:
  - Counting (e.g. percent of persons referred who receive a MH service, number of individuals/families from underserved communities served, number of prevention programs started in partner organizations)
  - Instruments to measure conditions (e.g., isolation; knowledge of social, emotional issues; mental health status)
  - Judgments made by evaluators (e.g., capacity of partner organizations to provide PEI services, quality of cooperative relationships, enhanced mental health promotion environment in partner organizations)
  - Data from other data sources (e.g., school records of drop-outs, expulsions, suspensions; school records of violent incidents; juvenile justice records of contacts)
- Who and/or what will be measured? The county should specify which persons will be assessed for the person-level outcomes. This can be all or a sample of individuals who receive the program/activity.
- When will outcomes be measured? The county needs to specify when and how often it will apply the measurement of the various outcomes.
  - Many person-level outcome measurements will lend themselves to a pre and post measurement design as the best way to document change (e.g., for changes in attitudes and knowledge or changes in mental status or changes in incidents of violence).
  - For some outcomes that involve the counting of occurrences of things the data is collected on an ongoing basis and summarized at the end of a particular time period, e.g., a year.
  - For some outcomes there will be a one-time measurement at the end of some time period, e.g., assessment of quality of partner organization relationships. This kind of measurement can be repeated at the end of a second time period after the program has been in operation longer.

**Instructions for Completing the Local Evaluation of a PEI Project (Form No. 7)**5) Describe how data will be collected and analyzed.

The county should specify who will be responsible for collecting the data and where and when it will be collected. Because these activities/approaches/programs will often occur at non mental health sites it will be critical to have arrangements with the partner entities about the details of the data collection activity.

The county should specify who will be responsible for the analysis of the data. The county should also specify the basic analytic methods that will be used.

6) Describe how the programs and the evaluation will be culturally competent.

The county should specify how it will design or adapt the programs to be culturally appropriate and how it will approach and conduct the evaluation in a way which is sensitive to and respectful of racial/ethnic and cultural factors. This includes not only issues of bilingual bicultural persons involved in the evaluation and the use of language appropriate and culturally appropriate measurements, but also awareness that the most important outcomes for a particular culture are part of the evaluation.

7) What procedure will be used to ensure fidelity in implementing the programs and any adaptation(s)?

The county should specify what procedures, staff development, monitoring and other steps it will implement to ensure program fidelity.

8) Describe how the report on the evaluation will be disseminated to interested local constituencies.

The county should specify how it will disseminate the evaluation results, beyond providing reports annual to the State.