

# SF 424

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Application for Federal Assistance SF-424	
<b>* 1. Type of Submission:</b> <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	
<b>* 2. Type of Application:</b> * If Revision, select appropriate letter(s): <input type="radio"/> New <input checked="" type="radio"/> Continuation <input type="radio"/> Revision * Other (Specify)	
<b>* 3. Date Received:</b> 02/04/2020	<b>4. Applicant Identifier:</b> KYATCHUM
<b>5a. Federal Entity Identifier:</b>	<b>5b. Federal Award Identifier:</b> H79SM063549-02M001
<b>State Use Only:</b>	
<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b>
<b>8. APPLICANT INFORMATION:</b>	
<b>* a. Legal Name:</b> COUNTY OF PINELLAS	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 1596000800A5	<b>* c. Organizational DUNS:</b> 0552002160000
<b>d. Address:</b>	
<b>* Street1:</b> COUNTY OF PINELLAS	
<b>Street2:</b> 315 COURT ST, RM 601	
<b>* City:</b> CLEARWATER	
<b>County/Parish:</b>	
<b>* State:</b> FL: Florida	
<b>Province:</b>	
<b>* Country:</b> USA: UNITED STATES	
<b>* Zip / Postal Code:</b> 337565165	
<b>e. Organizational Unit:</b>	
<b>Department Name:</b>	<b>Division Name:</b>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>	
<b>Prefix:</b> Ms.	<b>* First Name:</b> Karen
<b>Middle Name:</b>	
<b>* Last Name:</b> Yatchum	
<b>Suffix:</b>	
<b>Title:</b> Health Care Administrator	
<b>Organizational Affiliation:</b>	
<b>* Telephone Number:</b> 727-464-5045	<b>Fax Number:</b>
<b>* Email:</b> kyatchum@pinellascounty.org	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Substance Abuse and Mental Health Services Adminis

**11. Catalog of Federal Domestic Assistance Number:**

997

CFDA Title:

**\* 12. Funding Opportunity Number:**

SU-17-002

\* Title:

SAMHSA Continuations

**13. Competition Identification Number:**

SU-17-002-NCC

Title:

SAMHSA Continuations

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

File Name:

**\* 15. Descriptive Title of Applicant's Project:**

Pinellas County - Assisted Outpatient Treatment for Individuals with SMI

Attach supporting documents as specified in agency instructions.

File Name:

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project: 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="997,160.00"/>
* b. Applicant	<input type="text" value="10,202.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,007,362.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

- Yes       No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

 \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:

**BUDGET INFORMATION -  
Non-Construction Programs**

OMB Approval No. 4040-0006  
Expiration Date 06/30/2014

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Pinellas County Board of County Commissioners (Assisted Outpatient Treatment)	93.997			\$997,160.00	\$10,202.00	\$1,007,362.00
2.						\$0.00
3.						\$0.00
4.						\$0.00
5. Totals		\$0.00	\$0.00	\$997,160.00	\$10,202.00	\$1,007,362.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Pinellas County Board of County Commissioners (Assisted Outpatient Treatment)	(2)	(3)	(4)	
a. Personnel	\$123,475.00				\$123,475.00
b. Fringe Benefits	\$66,238.00				\$66,238.00
c. Travel	\$0.00				\$0.00
d. Equipment	\$0.00				\$0.00
e. Supplies	\$0.00				\$0.00
f. Contractual	\$817,649.00				\$817,649.00
g. Construction	\$0.00				\$0.00
h. Other	\$0.00				\$0.00
i. Total Direct Charges ( sum of 6a-6h )	\$1,007,362.00				\$1,007,362.00
j. Indirect Charges	\$0.00				\$0.00
k. TOTALS ( sum of 6i and 6j )	\$1,007,362.00				\$1,007,362.00
7. Program Income	\$0.00				\$0.00

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Prescribed by OMB Circular A-102

<b>SECTION C - NON-FEDERAL RESOURCES</b>					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 . Pinellas County Board of County Commissioners (Assisted Outpatient Treatment)	\$10,202.00			\$10,202.00	
9 .				\$0.00	
10 .				\$0.00	
11 .				\$0.00	
12. TOTAL (sum of lines 8-11)	\$10,202.00	\$0.00	\$0.00	\$10,202.00	
<b>SECTION D - FORECASTED CASH NEEDS</b>					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$997,160.00	\$249,290.00	\$249,290.00	\$249,290.00	\$249,290.00
14. Non-Federal	\$10,202.00	\$2,550.50	\$2,550.50	\$2,550.50	\$2,550.50
15. TOTAL ( sum of lines 13 and 14 )	\$1,007,362.00	\$251,840.50	\$251,840.50	\$251,840.50	\$251,840.50
<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16 . Pinellas County Board of County Commissioners (Assisted Outpatient Treatment)	\$997,160.00				
17 .					
18 .					
19 .					
20. TOTAL ( sum of lines 16-19 )	\$997,160.00	\$0.00	\$0.00	\$0.00	
<b>SECTION F - OTHER BUDGET INFORMATION</b>					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks: \$10,202.00 in non-federal resources are in-kind costs associated with the Project Director and are included in Section B. Personnel Costs					

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# CHECKLIST

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete each page of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last pages of the signed original of the application.

Type of Application:       New                       Noncompeting Continuation       Competing Continuation       Supplemental

**PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.**

	Included	NOT Applicable
1. Proper Signature and Date on the SF 424 (FACE PAGE) .....	<input type="radio"/>	
2. If your organization currently has on file with HHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS 690)		
<input checked="" type="radio"/> Civil Rights Assurance (45 CFR 80) .....		08/07/2017
<input checked="" type="radio"/> Assurance Concerning the Handicapped (45 CFR 84) .....		08/07/2017
<input checked="" type="radio"/> Assurance Concerning Sex Discrimination (45 CFR 86) .....		08/07/2017
<input checked="" type="radio"/> Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) .....		08/07/2017
3. Human Subjects Certification, when applicable (45 CFR 46) .....	<input type="radio"/>	<input checked="" type="radio"/>

**PART B: This part is provided to assure that pertinent information has been addressed and included in the application.**

	YES	NOT Applicable
1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? .....	<input type="radio"/>	<input checked="" type="radio"/>
2. Has the appropriate box been checked on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100) .....	<input checked="" type="radio"/>	
3. Has the entire proposed project period been identified on the SF-424 (FACE PAGE)?.....	<input checked="" type="radio"/>	
4. Have biographical sketch(es) with job description(s) been provided, when required?.....	<input checked="" type="radio"/>	<input type="radio"/>
5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? .....	<input checked="" type="radio"/>	
6. Has the 12 month narrative budget justification been provided? .....	<input checked="" type="radio"/>	<input type="radio"/>
7. Has the budget for the entire proposed project period with sufficient detail been provided? .....	<input checked="" type="radio"/>	<input type="radio"/>
8. For a Supplemental application, does the narrative budget justification address only the additional funds requested?	<input type="radio"/>	<input checked="" type="radio"/>
9. For Competing Continuation and Supplemental applications, has a progress report been included?	<input checked="" type="radio"/>	<input type="radio"/>

**PART C: In the spaces provided below, please provide the requested information.**

Business Official to be notified if an award is to be made.

Prefix: Mr.	First Name: Barry	Middle Name: A
Last Name: Burton		Suffix:
Title: County Administrator		
Organization: Pinellas County Board of County Commissioners		
Street1: 14 S. Ft. Harrison Ave.		
Street2:		
City: Clearwater		
State: FL: Florida	ZIP/Postal Code: 33756	ZIP/Postal Code4:
E-mail Address: grantscoe@pinellascounty.org		
Telephone Number: 7274643457		Fax Number:

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Prefix: Ms.	First Name: Karen	Middle Name:
Last Name: Yatchum		Suffix:
Title: Health Care Administrator		
Organization: COUNTY OF PINELLAS		
Street1: Pinellas County		
Street2: 440 Court Street, 2nd Floor		
City: Clearwater		
State: FL: Florida	ZIP/Postal Code: 33756	ZIP/Postal Code4:
E-mail Address: kyatchum@pinellascounty.org		
Telephone Number: 727-464-5045		Fax Number:

**PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.**

- (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

If an applicant has evidence of current nonprofit status on file with an agency of HHS, it will not be necessary to file similar papers again, but the place and date of filing must be indicated.

Previously Filed with: (Agency)

on (Date)

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## INVENTIONS

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

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## EXECUTIVE ORDER 12372

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

The regulations at 45 CFR Part 100 were published in the Federal Register on June 24, 1983, along with a notice identifying the

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding HHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

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**BY SIGNING THE FACE PAGE OF THIS APPLICATION, THE APPLICANT ORGANIZATION CERTIFIES THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF THE SIGNER'S KNOWLEDGE, AND THE ORGANIZATION ACCEPTS THE OBLIGATION TO COMPLY WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES' TERMS AND CONDITIONS IF AN AWARD IS MADE AS A RESULT OF THE APPLICATION. THE SIGNER IS ALSO AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT THE SIGNER TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES.**

**THE FOLLOWING ASSURANCES/CERTIFICATIONS ARE MADE AND VERIFIED BY THE SIGNATURE OF THE OFFICIAL SIGNING FOR THE APPLICANT ORGANIZATION ON THE FACE PAGE OF THE APPLICATION:**

**Civil Rights** – Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and all the requirements imposed by or pursuant to the HHS regulation (45 CFR part 80).

**Handicapped Individuals** – Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 84).

**Sex Discrimination** – Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 86).

**Age Discrimination** – The Age Discrimination Act of 1975 (P.L. 94-135), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 91).

**Debarment and Suspension** – Title 2 CFR part 376.

**Certification Regarding Drug-Free Workplace Requirements** – Title 45 CFR part 82.

**Certification Regarding Lobbying** – Title 32, United States Code, Section 1352 and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 93).

**Environmental Tobacco Smoke** – Public Law 103-227

**Program Fraud Civil Remedies Act (PFCRA)**



## Project/Performance Site Location(s)

### Project/Performance Site Primary Location

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Pinellas County  
Duns Number: 055200216  
Street1\*: 440 Court Street, 2nd floor  
Street2:  
City\*: Clearwater  
County:  
State\*: FL: Florida  
Province:  
Country\*: USA: UNITED STATES  
Zip / Postal Code\*: 337565139  
Project/Performance Site Congressional District\*: FL-013

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### Additional Location(s)

File Name:

**Project Narrative | Pinellas County Board of County Commissioners  
Continuation Application | Federal Award Identifier H79SM063549**

**1) DESCRIPTION AND EXPLANATION OF CHANGES, IF ANY, MADE DURING THIS BUDGET PERIOD**

**A) AFFECTING GOAL AND OBJECTIVES:**

The purpose of the Pinellas County Assisted Outpatient Treatment (AOT) grant program is to implement AOT services within Pinellas County for individuals that may benefit from a less restrictive level of care than Involuntary Residential Treatment. The below goals and objectives differ from the initial application, but were submitted, and accepted by SAMHSA, in the County’s responses submitted via eRA Commons to the NOA dated 09/27/2018. In a subsequent NOA dated, 12/20/2018, SAMHSA indicated the condition associated with the Marginal Rating was removed. No additional changes were made in this past reporting period.

<b>Goal 1: Reduce psychiatric hospitalization utilization of PC AOT program clients.</b>
<b>Objective A:</b> Successfully petition court for involuntary outpatient treatment for 375 clients meeting AOT criteria.
<b>Objective B:</b> Provide mental health treatment services according to court approved individualized treatment plan to 375 enrolled clients over the life of the program.
<b>Objective C:</b> Connect enrolled clients to supportive services (housing, benefits, prescription assistance, transportation, employment/education) as defined by the individualized treatment plan.
<b>Goal 2: Reduce justice system interaction for PC AOT program clients.</b>
<b>Objective A:</b> Provide mental health treatment services according to court approved individualized treatment plan to 375 enrolled clients over life of the program.
<b>Objective B:</b> Connect enrolled clients to supportive services (housing, benefits, prescription assistance, transportation, employment/education) as defined by the individualized treatment plan.
<b>Goal 3: Identify &amp; address behavioral health disparities among racial and ethnic minorities.</b>
<b>Objective A:</b> Measure demographic data and service utilization of enrolled clients for disparities in access to and service use compared to all PC Baker Act initiations and general population.
<b>Goal 4: Improve consumer/social outcomes of enrolled clients.</b>

**Project Narrative | Pinellas County Board of County Commissioners  
Continuation Application | Federal Award Identifier H79SM063549**

<b>Objective A:</b> Connect enrolled clients to supportive services (housing, benefits, prescription assistance, transportation, employment/education) as defined by the individualized treatment plan.
<b>Goal 5: Customer and family/caregiver satisfaction with program services.</b>
<b>Objective A:</b> Engage families in IDT facilitated sessions.
<b>Objective B:</b> Conduct client centered surveys/focus groups to obtain feedback on program services.

**Project Narrative | Pinellas County Board of County Commissioners Continuation Application | Federal Award Identifier H79SM063549**

**B) AFFECTING THE PROJECTED TIME LINE FOR PROJECT IMPLEMENTATION**

During the reporting period, Pinellas County Human Services convened the application partners and key stakeholders to develop updated responses to the conditional award 09/27/2018. Included below is the updated timeline of key activities with the current status listed, as of the end of the reporting period.

<b>Proposed Date</b> <i>Source: Initial Application</i>	<b>Key Activities</b>	<b>Responsible Agency</b>	<b>Status</b> <i>as of 12/31/2018</i>	<b>Status</b> <i>as of 12/31/2019</i>
Yr 1, Qtr 1	Award Acceptance	Pinellas County Human Services	Accepted by the BOCC 10/23/2018	N/A
New Item (not in application)	Removal of Conditions	Pinellas County Human Services	NOA removing conditions dated 12/20/2018	N/A
Yr 1, Qtr 1	Provider Contracts	Pinellas County Human Services and Contracted Partners	Contract with Directions for Living (DFL) is on the 01/08/2019 BOCC Agenda; Contracts with Personal Enrichment for Mental Health, Inc. (PEMHS); University of South Florida (USF); Sixth Judicial Circuit; and the Public Defender’s Office (PD) are drafted and processing via the County Administrator’s delegated process	N/A
Yr 1, Qtrs 1-2	Implementation/Progress Meetings	Pinellas County Human Services	10/02/2018 convened partners and stakeholders to develop responses to SAMHSA’s conditional approval and weekly implementation meetings	N/A
Yr 1, Qtrs 1-2	Hiring and Training	Contracted Partners	Position Descriptions have been developed and posted for hiring	N/A

**Project Narrative | Pinellas County Board of County Commissioners Continuation Application | Federal Award Identifier H79SM063549**

<b>Proposed Date</b> <i>Source: Initial Application</i>	<b>Key Activities</b>	<b>Responsible Agency</b>	<b>Status</b> <i>as of 12/31/2018</i>	<b>Status</b> <i>as of 12/31/2019</i>
Yr 1, Qtr 2-4 and Yrs 2-4	Initial Client Assessments & Petitions	PEMHS and DFL	A client flow has been developed and key stakeholders are meeting to discuss process and flow of the program. The team anticipates the first petition in February of 2019	During the first fiscal year of this project (10/1/2018 through 9/30/2019) there were 26 people enrolled in the Pinellas AOT program. As of 1/31/2020, 50 people were enrolled in the program.
Yr 1, Qtrs 2-4 and Yrs 2-4	Case Management Services	DFL	Based upon the developed client flow, the Case Manager from the PD will review client history at initiation of case preparations and will initiate the SOAR process. The Case Manager from DFL will work with a counselor to engage with clients upon court order into AOT.	Case management includes benefits assistance, transportation assistance, linkages to health care and medication management appointments. Case Managers support housing linkages and support for clients in need. The Case Manager helps the client identify and increase their insight to their symptoms and identify coping skills.
Yr 1, Qtrs 2-4 and Yrs 2-4	Referrals for Medical & Social Services	DFL and PD	Based upon the developed client flow, initial referrals for SOAR services may be made by the PD staff during case preparations. The DFL treatment team will review the treatment plan and initiate services upon a client's court order into AOT. Every 15 days the team and the client will conduct an Integrated Decision Team (IDT) staffing to assess progress and address any barriers the individual is experiencing. While referrals will be on-going and not limited to the IDT staffing, this facilitated staffing will provide a team of practitioners to assist in the	Referrals to the County's health program, work programs, SOAR benefits assistance, education programs, housing, substance use programs, church programs, mental health programs outside of Pinellas County are some of the type of referrals provided.

**Project Narrative | Pinellas County Board of County Commissioners Continuation Application | Federal Award Identifier H79SM063549**

<b>Proposed Date</b> <i>Source: Initial Application</i>	<b>Key Activities</b>	<b>Responsible Agency</b>	<b>Status</b> <i>as of 12/31/2018</i>	<b>Status</b> <i>as of 12/31/2019</i>
			development and determination of appropriate referrals for each individual client.	
Yr 1, Qtrs 3-4 and Yrs 2-4	Performance Assessment/Quality Assurance Monitoring	USF	The Evaluator has been participating in the AOT program development since the partners were convened on 10/02/2018.	The Evaluator prepared the Y1 Evaluation Report for the program submitted with the Annual Progress Report. The Evaluator continues to participate in Steering Committee, Program Meetings and hearings, when permissible.

## Project Narrative | Pinellas County Board of County Commissioners Continuation Application | Federal Award Identifier H79SM063549

### 1) DESCRIPTION AND EXPLANATION OF CHANGES, IF ANY, MADE DURING THIS BUDGET PERIOD

#### C) AFFECTING THE APPROACH AND STRATEGIES PROPOSED IN THE INITIALLY APPROVED AND FUNDED APPLICATION:

While changes were made to the initial application, no additional changes have been made to the subsequent responses submitted to SAMHSA on October 30, 2018 and approved via an NOA dated 12/20/2018.

### 2) REPORT ON PROGRESS RELATIVE TO APPROVED OBJECTIVES, INCLUDING PROGRESS ON EVALUATION ACTIVITIES

#### APPROVED OBJECTIVES:

***Goal 1 / Objective A: Successfully petition court for involuntary outpatient treatment for 375 clients meeting AOT criteria.***

**Performance Measure:** Enroll 100 project-eligible individuals per year.

**Progress through 9/30/19:** The goal of enrolling 100 individuals per year was reduced to 45 in Year 1 given the startup-infrastructure needed in the County. In year 1, the County enrolled 26 eligible individuals. **As of 1/31/2020:** A total of 50 individuals have been enrolled which is 24 additional individuals in Y2 so far.

***Goal 1 / Objective B: Provide mental health treatment services according to court approved individualized treatment plan to 375 enrolled clients over the life of the program.***

**Performance Measure:** Decrease the percentage of clients at 3- and 6-months post intake who have Baker Act initiations.

**Progress through 9/30/19:** The Evaluator is currently examining the data post intake. Data should be available for Y1 participants by 8/1/2020. By 8/1/2020 all Year 1 AOT participants will have been at least six months post enrollment and the Baker Act Reporting Center at USF will have entered, quality checked, and have those involuntary (Baker Act) examination data ready for analysis.

***Goal 1 / Objective C: Connect enrolled clients to supportive services (housing, benefits, prescription assistance, transportation, employment/ education) as defined by the individualized treatment plan.***

**Performance Measures:** Number of supportive services identified in the treatment plan; Number of linkages made

**Progress through 9/30/19:** In year 1, all 26 enrolled individuals received case management support services that helped clients connect to supportive services including housing, benefits, transportation, employment/education etc. The Evaluator is collecting data for the # of supportive services and linkages made.

**Project Narrative | Pinellas County Board of County Commissioners  
Continuation Application | Federal Award Identifier H79SM063549**

**Goal 2 / Objective A:** *Improve integration of behavioral healthcare system with justice system.*

**Performance Measures:** #/Percent of enrolled clients who receive non crisis related outpatient mental healthcare services; #/Percent of enrolled clients who engage in treatment planning; Average length of time in treatment; #/Percent of enrolled clients who complete treatment plan as prescribed; Percent of enrolled clients who are arrested; Average number of jail days for eligible clients

**Progress through 9/30/19:** The Evaluator is currently examining this data post discharge of the clients.

**Goal 3 / Objective A:** *Measure demographic data and service utilization of enrolled clients for disparities in access to and service use compared to all PC Baker Act Initiations and General Population.*

**Performance Measures:** Racial and Ethnic, and economic status distribution of individuals referred to court; Percent of enrolled individuals using services by race and ethnicity; Percent of eligible participants who have Baker Act initiations in the 6 months following enrollment by race and ethnicity; Percent of eligible participants who are arrested in the 6 months following enrollment by race and ethnicity.

**Progress through 9/30/19:** *The baseline % of referrals by racial/ethnic group in Y1 is shown in the table below:*

<i>White</i>	<i>58%</i>
<i>Black</i>	<i>35%</i>
<i>Asian</i>	<i>4%</i>
<i>Hispanic</i>	<i>4%</i>

*Given that the first participant was enrolled in February, none were enrolled in March and then several were enrolled in the April through October, not enough time has passed to assess progress with completion of treatment and then to further break it down by racial/ethnic groups.*

**Goal 4 / Objective A:** *Connect enrolled clients to supportive services (housing, benefits, prescription assistance, transportation, employment/ education) as defined by the individualized treatment plan*

**Performance Measures:** *Number of supportive services identified in the treatment plan; Number of linkages made; # Clients who obtain permanent housing; # Clients who sustain/maintain permanent housing; # Clients engaged in Substance Use Services; # Clients enrolled in Prescription Assistance Programs for medications (including long-acting injectables); # Employment Assistance, Job Training, Education Assistance*



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**Progress through 9/30/19:** In year 1, all 26 enrolled individuals received case management support services that helped clients connect to supportive services including housing, benefits, transportation, employment/education etc. The Evaluator is collecting data for the # of supportive services and linkages made.

**Goal 5 / Objective A:** *Engage families in IDT facilitated sessions.*

**Performance Measure:** *# family/friends participating in IDT sessions*

**Progress through 9/30/19:** The treatment provider conducts Integrated Decision Team (IDT) sessions at least every 15 days with the client and families, if appropriate. The Evaluator is currently collecting data from these sessions from the treatment provider. An update will be provided with the next progress report.

**Goal 5 / Objective B:** *Conduct client centered surveys/focus groups to obtain feedback on program services.*

**Performance Measure:** *# clients participating in survey or focus groups; Overall satisfaction*

**Progress through 9/30/19:** The program anticipates conducting a client centered survey/focus group at least 18 months into the program (approximately mid 2020) once the project is flowing smoothly and a sustained # of clients are enrolled in the program.

### EVALUATION ACTIVITIES:

The program evaluator attends the weekly meetings at least monthly with partners and key stakeholders during this reporting period. The evaluator is working with the treatment provider and crisis stabilization unit to collect programmatic data for the performance assessment and quality assurance monitoring activities. A Year 1 local evaluation report was submitted with the 9/30/19 annual progress report.

### 3) SUMMARY OF KEY PROGRAM ACCOMPLISHMENTS TO DATE AND LIST PROGRESS

Pinellas County reports the following accomplishments in the first year of the Program:

- **Infrastructure:** The County needed to establish the infrastructure needed to start AOT from scratch in Pinellas County. This included bringing in a number of community partners and contracting for services; developing the client flow from identifying a client, filing a petition, having a public defender, court support, and a treatment provider in place; hiring of staff; and community partners identified for services for clients needing more than just behavioral health treatment.
- **Training:** Trained over 90 individuals from our community partners and staff on the FL Statute for involuntary outpatient treatment; motivational interviewing, and substance use.

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- **Evidence Based Practice Service Delivery:** Provided evidenced based treatment to 26 individuals from the start of the program with the first client being enrolled in February 2019.

#### 4) DESCRIPTION OF DIFFICULTIES/PROBLEMS ENCOUNTERED IN ACHIEVING PLANNED GOALS AND OBJECTIVES

##### A) BARRIERS TO ACCOMPLISHMENT

Through 9/30/19, Pinellas County reported the following barriers:

- **Infrastructure:** The County started from scratch with AOT and needed to identify, contract with, and train the partners in order to begin serving clients. The County and its partners started immediately upon award, and without hesitation, but it took a lot of work to identify how a client would flow from the (Crisis Stabilization Unit) CSU to a separate treatment provider in the community and work hand in hand to identify and screen the clients meeting criteria for the program.
- **Documenting & Meeting Criteria required by FL Statute:** FL Statute requires that the client have at least two (2) involuntary examinations in the past three years in the criteria. The filing CSU may have direct evidence of at least the current hospitalization but needs to obtain the evidence of previous hospitalizations that may have occurred at other CSUs in the County or State. Obtaining the evidence in a short time frame has proven to be a challenge to meeting the state's criteria. Additionally, the psychiatric evaluation process has been a challenge. Two in-person evaluations are required within the 72-hour window of the client being held for assessment. Initially, the County worked out a flow that had the CSU conduct the first evaluation and the Treatment Provider provide the second evaluation. This would allow the treatment provider input on the decision to file the petition. Timing of getting psychiatrists available to conduct the two required opinions in the 72 hours has been a challenge. The County is looking at this flow in Y2 as we look to expand to other CSUs in the County.
- **Screening/Client identification:** Identifying, screening, and filing for clients that meet criteria and would be most appropriate for AOT has been a challenge. The County envisioned serving the neediest clients (uninsured, homeless, repeat hospitalizations) meeting criteria. Some screening challenges may be due to logistics. Others may be due to stakeholders holding different views of who should be enrolled, when and why. Challenges in the community, such as lack of resources (e.g., housing, substance abuse treatment) can present challenges to enrollment. The CSUs and treatment provider needed to understand and obtain the additional services needed by these clients beyond the behavioral health treatment. For example, homeless clients needing housing to more effectively stay in treatment. The County worked with several homeless housing partners to obtain temporary housing while the

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process for more permanent housing could be addressed with the client during the service period. Fortunately, the housing partners have been a very positive support to the program, but a lack of affordable permanent housing remains a challenge in the County and State overall.

### B). ACTIONS TO OVERCOME DIFFICULTIES

Pinellas County has taken the following actions to overcome difficulties implementing the program:

- **Regular Communication & Meetings:** Pinellas County has a Steering Committee in place that meets on a bi-weekly basis to address any issues and track progress towards the program goals. The Program staff meet weekly by telephone to review the upcoming and past week's hearings, client challenges/barriers, and successes, and together work to problem solve any immediate issues with clients. As a result of these weekly meetings, County staff have engaged several other community partners in the AOT program to address concerns. For example, homelessness is a big issue - coming into the program homeless or become at risk of losing housing while in the program. The County has engaged two homeless shelter/transitional housing providers in the County to help support AOT clients during the court order while staff work with the client to obtain a more long-term housing solution. County staff also educate and recommend connections to other community providers and services that may benefit the client. Finally, County staff, led by the Project Director, engage in contract specific meetings with our partners to address issues dealing with the client flow; screening & identification of clients; and expansion on the program.
- **Program Expansion:** Given the difficulty catching up to the individuals served goal of 375 by the end of the grant program and with the goal to include more than one crisis stabilization unit, the Steering Committee is exploring expansion to other hospital/CSUs in the County. As with any expansion, the County is working to ensure that the staffing is adequate, the infrastructure is in place to expand to a second hearing schedule, and that all parties are informed and educated on the criteria and expectations of the program.

### 5) REPORT ON MILESTONES ANTICIPATED WITH THE NEW FUNDING REQUEST

The Pinellas County AOT program anticipates the following milestones with the new funding request:

- Successful petition of court for involuntary outpatient treatment for 125 clients in year 3 of the grant program.
- The provision of mental health treatment services according to the court approved individualized treatment plan for 125 clients enrolled in year 3.
- Connection of enrolled clients to supportive services (housing, benefits, prescription assistance, transportation, employment/education) as defined by the individualized treatment plan for 125 clients enrolled in year 3.

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- Timely NOMS data collection for the enrolled clients from program initiation, every 180 days and upon discharge.
- Engagement of family members in the IDT facilitated sessions.

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**BUDGET JUSTIFICATION NARRATIVE**

**A. Personnel:**

**FEDERAL REQUEST**

Position	Name	Annual Salary/Rate	Level of Effort	Cost
General Magistrate	J. Polland	\$42.36/hr	25%	\$22,027
Case Manager	M. Bushman	\$37,080	100%	\$36,000
Baker Act Attorney	L. Barrack	\$55,246	100%	\$55,246
Project Director	K. Yatchum	\$102,024	10%	\$0 (in-kind)
<b>TOTAL SALARIES</b>				<b>\$113,273</b>

**JUSTIFICATION:**

Pinellas County’s 6<sup>th</sup> Judicial Court and Public Defender’s Office will employ additional staff including the General Magistrate, Public Defender, and a Case Manager to handle the additional caseload of clients and hearings for the approximate 100 clients per year.

The Pinellas County 6th Judicial Circuit Court’s General Magistrate is responsible for legal work hearing and ruling in involuntary civil commitment (Baker Act and Marchman Act) cases. The position is responsible conducting hearings on petitions for involuntary commitment under Florida’s Baker Act and Marchman Act statutes and making findings of fact and recommendations and proposed orders by the Circuit Judge assigned.

The Public Defender’s Baker Act Attorneys are responsible for meeting with the clients the day before the hearing and thoroughly reviewing the electronic medical records. The attorneys will represent the clients throughout the treatment order. The Baker Act Attorneys are responsible for ensuring the client’s civil rights are not violated.

The Public Defender’s Case Manager will review client history to ensure appropriate alignment of referrals with statutory guidelines for AOT. This position will maintain contact with the Baker Act Attorneys and provide ongoing outreach and clinical care coordination services to meet the comprehensive health care needs of the clients and promote high quality, cost-effective outcomes. This position will work 100% on the AOT program.

The Project Director is Karen Yatchum, Health Care Administrator with the Pinellas County Department of Human Services. Ms. Yatchum will dedicate a minimum of 10% level of effort to the grant program. Funding is provided in-kind by Pinellas County.

**FEDERAL REQUEST** (enter in Section B column 1 line 6a of form SF424A).....**\$113,273**

**B. Fringe Benefits:**

**FEDERAL REQUEST**

Component	Rate	Wage	Cost (rounded)
FICA	0.0765	3 FTE	\$8,665
Retirement	0.0752	3 FTE	\$18,743
Life Insurance	\$3.66/mo	2 FTE	\$86
Medical Insurance	\$1,548.25/mo	2 FTE	\$38,744
<b>TOTAL FRINGE BENEFITS</b>			<b>\$66,238</b>

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**JUSTIFICATION:**

Pinellas County’s 6<sup>th</sup> Judicial Court & Public Defender’s office has identified the fringe benefits stated above.

**FEDERAL REQUEST** (enter in Section B column 1 line 6b of form SF424A).....**\$66,238**

**C. Travel:**

**FEDERAL REQUEST**

Purpose of Travel	Location	Item	Rate	Cost
Grantee Meetings Y2 & Y4 only				\$0
			<b>TOTAL</b>	<b>\$0</b>

**JUSTIFICATION:**

Travel to Grantee meeting for Y2 was cancelled, per SAMHSA.

**FEDERAL REQUEST** (enter in Section B column 1 line 6c of form SF424A).....**\$0**

**D. Equipment:**

**FEDERAL REQUEST**

Item	Rate	Cost
Not Applicable		\$0
	<b>TOTAL</b>	<b>\$0</b>

**JUSTIFICATION:**

No equipment purchases over \$5,000 have been identified by Pinellas County.

**FEDERAL REQUEST** (enter in Section B column 1 line 6d of form SF424A).....**\$ 0**

**E. Supplies:**

**FEDERAL REQUEST**

Item	Rate	Cost
Not applicable		\$0
	<b>TOTAL</b>	<b>\$0</b>

**JUSTIFICATION:**

Minimal supplies have been identified by the applicant’s contractual partners – see Contractual breakdown.

**FEDERAL REQUEST** (enter in Section B column 1 line 6e of form SF424A).....**\$ 0**

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**F. Contract:**

**FEDERAL REQUEST**

Name	Service	Rate	Other	Cost
<b>Directions for Living</b>				
<b>Personnel</b>				
Counselors (2 FTE)		\$42,000		\$84,000
Care Coordinator (1 FTE)		\$38,500		\$38,500
Case Manager (3 FTE)		\$36,000		\$108,000
Integrated Decision Team (IDT) Facilitator (1 FTE)		\$43,697		\$43,697
Adult Outpatient Program (AOP) Field Supervisor (1FTE)		\$55,141		\$55,141
			<b>Total Salaries:</b>	<b>\$329,338</b>
<b>Fringe Benefits</b>				
FICA		7.68%		\$25,310
SUTA		0.69%		\$2,282
Workers Comp		1.63%		\$5,392
Medical		7.65%		\$25,200
Employee Professional Development		0.30%		\$993
			<b>Total Fringe:</b>	<b>\$59,177</b>
<b>Travel</b>				
Local Travel				
@550 miles per month per 5 FTEs @.43/mile (rounded)		\$0.43/mile		\$14,190
			<b>Total Travel:</b>	<b>\$ 14,190</b>
<b>Supplies</b>				
Office Supplies (8 FTEs)		\$25/mo		\$2,400
			<b>Total Supplies:</b>	<b>\$ 2,400</b>
<b>Contractual/Fee for Service</b>				
Psychiatric Evaluations (150)		\$420		\$63,000
Psychiatric Medication Management (202)		\$127		\$25,654
Psychiatric Testimony (175)		\$386		\$67,550
			<b>Total Contractual:</b>	<b>\$156,204</b>
<b>Other</b>				
Bus Passes/Daily		\$5/day		\$2,000
Cell Phones (8 FTEs)		\$53/mo		\$5,050
Electronic Health Record Licenses (8 FTEs)		\$60/mo		\$4,800
Computer Maintenance		\$150/mo		\$1,800
Contracted Services for Substance Use Residential Beds		\$250/day		\$7,500
Professional Liability (8 FTEs)		\$92/mo		\$8,832
Payroll Services Costs (8 FTEs)		\$7/mo		\$672
Client Direct Assistance (100 clients)		\$30/client		\$3,000
			<b>Total Other:</b>	<b>\$ 33,654</b>

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Name	Service	Rate	Other	Cost
<b>Indirect</b> Diminimus Rate 10%				<b>\$ 59,496</b>
<b>Subtotal Directions for Living</b>				<b>\$654,459</b>

**JUSTIFICATION:**

**Directions for Living**

**Contract Personnel**

**Counselor (2 FTE):** The Counselors are primarily responsible for the delivery of individual, group and family counseling services and completion of documentation required for the clinical record including, but not limited to, development of the Individual Service Plan (ISP), psychosocial assessment, daily notes, monthly reviews and all related activities. They conduct interviews and make assessments of clients to determine needs for program services. They take necessary actions to provide crisis intervention and utilize counseling skills to evaluate and address substance abuse, mental health, or co-occurring issues. Master’s Degree from an accredited college or university in social work, psychology, childhood education, education, counseling and/or similar course of study plus six (6) months of professional experience in chemical addiction or mental health counseling.

200% of annual salary \$42,000 = \$84,000

**Case Manager (3 FTE)** Targeted Case Management includes assessing, linking, coordinating, and monitoring services from mental health, physical health, social, educational, entitlement, and vocational rehabilitation to help children, families and adults live work, and participate fully in their community. It includes a collaborative coordination and development of a culturally specific individualized services plan in partnership with the individual, which reflects strengths and self – identified goals. As an integral part of case management services, discharge/transition services are arranged or coordinated by the case manager as an individual is preparing for discharge and transition from one level of care to another. These services are designed to support the attainment of individual-defined goals as identified in the individuated Treatment Plan (e.g. stable living arrangements, quality relationships, employment, vocational training or school attendance.) All services will be provided within a Recovery-oriented system of care, which builds on the individual’s strengths and incorporates community, natural systems, and clinical supports and services in the management of the individual’s needs.

300% of annual salary \$38,500 = \$108,000

**Care Coordinator (1 FTE):** The Care Coordinator will be responsible to meet participate in the crisis unit team meetings daily to assist with identification of potentially eligible clients; facilitate the assessment, psychiatric opinions, background history on clients, and work closely with the Mental Health Court Liaison to file required paperwork in advance of the hearing. The Care Coordinator will engage with the client to assess needs, gauge interest in participating in the



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program, and coordinating the client with the treatment team upon enrollment in the program. The Care Coordinator will also collect required data for the evaluation of the program.

100% of annual salary \$38,500 = \$38,500

**Integrated Decision Team (IDT Facilitator (1 FTE):** The Integrated Decision Team Facilitator will lead the discussion that will identify the needs and resources for the client and will establish creative and effective safety and treatment plans. At critical junctures of the case, the IDT facilitator will assess the client's situation to determine risk level, identify options, and arrive at a shared decision on the best approach to ensure safety, mitigate risk, and provide assistance. The IDT facilitator is charged with ensuring that decisions are made via shared risk decision making. The IDT facilitator will encourage family attendance and will ensure that the staffing is in line with the model. The IDT facilitator is the face of the agency and will need to incorporate the five promises when working with families in this setting.

100% of annual salary of \$43,697 = \$43,697

**Adult Outpatient Program (AOP) Field Supervisor:** This is a responsible supervisory position providing leadership for an outpatient treatment program serving and adults with mental health problems. It requires management and supervisory skills, and clinical expertise. This position provides oversight adult services programs at all service locations.

100% annual salary of \$55,141 = \$55,141

**Fringe Benefits:** Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retirement Contributions.

@ 17.97% of gross salary

**Travel:** Local travel is estimated that 400 miles per month will be required for the Care Coordinator, Counselors and Case Managers to connect with clients wherever they are.

**Supplies:** Office Supplies include copy paper, printer cartridges, staplers, pens, pencils, file cabinets, desks, chairs, group room chairs, and other related supplies

**Contractual: Psychiatry Services:** A DFL Psychiatrist will provide psychiatric evaluations to include the Mental Status Examination and lethality risk. The Psychiatrist will provide first opinion or second opinion assessment and provide direct testimony in mental health court. The staff psychiatrist will oversee all psychiatric treatment, participate in continuation hearings as needed until the successful transition to less restricted services is established.

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Psychiatric Examination @ \$420 per visit (150) = \$63,000  
Psychiatric Medication Management @ \$127 per visit (202) = \$25,654  
Psychiatric Testimony @ \$386/hr per hearing (175) = \$67,550

**Other:**

Transportation Services is to provide bus passes or taxi vouchers to clients needing to seek services in a location other than their permanent housing location.

Communications includes cell phone for staff which is required for timely communication as well as safeguard for staff as they are in the community.

Computer Maintenance is required for general software upgrades, virus protection and confidentiality protections as needed.

Professional Liability Insurance represents property and general liability insurance.

Electronic Health Records licenses are required for all staff entering clinical data into the health record for clients.

Payroll service costs is the actual direct cost per employee to process payroll, payroll taxes and benefit costs. Actual cost is \$7.00 per month per FTE @ 8 Fte's.

Client direct assistance...for the provision of clothing, personal hygiene items, or items considered essential in nature where no other identifiable resources are available to purchase these items. Estimated cost to project is \$30 per 100 clients (Y3) projected to be served.

**Indirect:** These expenses consist of administrative expenses that are necessary to the overall operation of the agency. The central administrative office performs many service functions and plays a major role in planning, direction and control. Central administrative offices consist of the following departments and expenses: Grants, Contracts and Public Relations, Finance, Quality Improvement, Risk Management, Business Development, Human Resources and Staff Development, Facilities Management and Procurement, Safety and Information Systems.

Diminimus rate is 10%.

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Name	Service	Rate	Other	Cost
<b>Personal Enrichment for Mental Health Services (PEMHS)</b>				
<b>Personnel</b>				
	Mental Health Court Liaison (0.5 FTE)	\$46,818		\$23,409
	Psychiatric ARNP (0.25 FTE)	\$122,400		\$30,600
	Supervisor (0.1 FTE)	\$55,140		\$5,514
			<b>Total Salaries:</b>	<b>\$59,523</b>
<b>Fringe Benefits</b>				
	FICA	7.65%		\$4,554
	Unemployment	1.50%		\$893
	Workers Comp	2.75%		\$1,637
	Medical	5.50%		\$3,274
	Employee Professional Development	0.30%		\$179
	Retirement	1.50%		\$893
			<b>Total Fringe:</b>	<b>\$11,430</b>
<b>Travel</b>				
	Not Applicable			\$0
			<b>Total Travel:</b>	<b>\$ 0</b>
<b>Supplies</b>				
	Office Supplies	\$25/mo		\$300
			<b>Total Supplies:</b>	<b>\$ 300</b>
<b>Contractual/Fee for Service</b>				
	Psychiatric Evaluation & Testimony (\$275/case) (100)	\$275		\$27,500
			<b>Total Contractual</b>	<b>\$27,500</b>
<b>Other</b>				
	Electronic Health Record Licenses (0.5 FTEs)	\$60/mo		\$720
	Computer Maintenance	\$40/mo		\$480
	Professional Liability (0.5 FTEs)	\$254/mo		\$1,524
	Payroll Services Costs (0.5 FTEs)	\$17/mo		\$102
			<b>Total Other:</b>	<b>\$ 2,826</b>
<b>Indirect</b>				
	Diminimus Rate 10%		\$101,579 x .10	<b>\$10,158</b>
<b>Subtotal PEMHS</b>				<b>\$111,737</b>

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**JUSTIFICATION:**

**PEMHS**

**Contract Personnel**

**Mental Health Court Liaison (0.5 FTE):** The Mental Health Court Liaison will work closely with Emergency Services/ Access Center staff as well as the CSU Treatment Teams to determine appropriate level of care for AOT services. The Mental Health Court Liaison will coordinate the necessary legal documents in order to petition the courts for involuntary outpatient treatment and coordinate the completion of assessment by two psychiatrists for recommendation on level of care for AOT services. The Mental Health Court Liaison will also work closely with Directions for Living surrounding individualized treatment recommendations for mental health court. The Mental Health Court Liaison will include the client’s natural supports when developing the treatment recommendations and will work closely with all collaborative program partners to advocate on behalf of the client. Additionally, the Mental Health Court Liaison will attend mental health court along with assessing psychiatrist. If the client is court ordered into AOT treatment, the Mental Health Court Liaison will work directly with Directions for Living Staff for immediate and seamless transitions into the AOT program from inpatient treatment.

50% of annual salary \$46,818 = \$23,409

**Psychiatric ARNP (.25 FTE):** The Psychiatric ARNP is a responsible position requiring clinical, psychiatric, medical, and administrative duties.

25% Level of Effort of annual salary of \$122,400 = \$30,600

**Supervisor (.10 FTE):** This is a responsible supervisory position providing leadership for an outpatient treatment program serving and adults with mental health problems. It requires management and supervisory skills, and clinical expertise.

10% Level of Effort of annual salary of \$55,140 = \$5,514

**Fringe Benefits:**

Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retirement Contributions.

@19.20% of gross salary = \$11,430

**Travel:**

No local travel anticipated.

**Supplies:**

Office Supplies include copy paper, printer cartridges, staplers, pens, pencils, file cabinets, desks, chairs, group room chairs, and other related supplies

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**Psychiatry Services:**

A PEMHS Psychiatrist will provide psychiatric evaluations to include the Mental Status Examination and lethality risk. The Psychiatrist will provide first opinion or second opinion assessment and provide direct testimony in mental health court.

\$275/case @ 100 cases = \$27,500

**Other:**

Electronic Health Records licenses are required for all staff entering clinical data into the health record for clients.

Computer Maintenance is required for general software upgrades, virus protection and confidentiality protections as needed.

Professional Liability Insurance represents property and general liability insurance.

Payroll service costs is the actual direct cost per employee to process payroll, payroll taxes and benefit costs.

**Indirect:**

These expenses consist of administrative expenses that are necessary to the overall operation of the agency. The central administrative office performs many service functions and plays a major role in planning, direction and control. Central administrative offices consist of the following departments and expenses: Grants, Contracts and Public Relations, Finance, Quality Improvement, Risk Management, Business Development, Human Resources and Staff Development, Facilities Management and Procurement, Safety and Information Systems.

Diminimus rate is 10%.

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Name	Service	Rate	Other	Cost
<b>University of South Florida, Florida Mental Health Institute</b>				
<b>Personnel</b>				
	Principal Investigator (.09 FTE)	\$101,972		\$9,127
	Evaluator (.11 FTE)	\$109,456		\$11,841
	Site Manager (5% FTE)	\$95,411		\$4,771
	Data Entry Specialist (3% FTE)	\$37,142		\$1,114
			<b>Total Salaries:</b>	<b>\$26,853</b>
<b>Fringe Benefits</b>				
	FICA	6.20%		\$1,665
	Unemployment/Workers Comp	1.70%		\$457
	Medicare	1.45%		\$389
	Medical	\$1,623/mo		\$5,277
	Retirement	8.65%		\$2,339
			<b>Total Fringe:</b>	<b>\$10,127</b>
<b>Travel</b>				
	Evaluation Meetings/Meetings w/County (\$.445 mile x 56 miles = \$25/trip @ 48 trips = 1 FTE)	\$25/trip		\$1,200
			<b>Total Travel:</b>	<b>\$ 1,200</b>
<b>Other</b>				
	Printing/Copying: Assessments, Meeting Material, etc. (\$.10/units x 750 units)	\$0.10/unit		\$75
			<b>Total Other</b>	<b>\$75</b>
<b>Indirect</b>				
	The F&A rate utilized by USF is the “other sponsored activity” rate (34.5%).	34.5%		<b>\$ 13,198</b>
<b>Subtotal USF</b>				<b>\$51,453</b>

**JUSTIFICATION:**

**University of South Florida**

**Personnel:**

**Principal Investigator – Charles Dion (.09 FTE)**

Charles Dion is the Director of the Department of Mental Health Law and Policy’s Policy Services Research Data Center (in USF’s College of Behavioral and Community Sciences). As Principal Investigator, he will plan, manage, and execute the evaluation analyses. He will negotiate all data use agreements, obtain the data, and perform all of the quantitative analyses and write up the findings.

9% of \$101,415 annual salary = \$9,127

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**Researcher – Annette Christy (.11 FTE)**

Dr. Christy will be responsible for coordinating, implementing and documenting all phases of the qualitative evaluation of the program intervention, including meeting with clinical/program, administrative, and evaluation staff to coordinate qualitative and quantitative aspects of the evaluation.

11.5% of \$102,966 annual salary = \$11,841

**Site Manager (Daniel Ringhoff):** Dr. Ringhoff will attend meetings in Pinellas County as needed. This will include some observations of court, as well as meetings with key stakeholders. As sites are added he will work with sites on the logistics of data collection and submission to us. He will assist with data analysis and report writing. This position is to continue activities started during YR2 based on needs discovered as project progressed to supplement researcher with specific expertise.

5% of \$95,411 annual salary = \$4,771

**Data Processing Specialist (TBN):** The data processing specialist will look up and enter from publicly available websites the jail booking data, as well as Florida Department of Corrections data. He/she will also maintain the grid of events by month, to show when a dates of the first order, each continuance, and dismissal. Finally, he/she will work with the PI and co-investigator to create figures for each person enrolled showing events over time. These will include jail/prison bookings releases, Baker Act examinations, involuntary inpatient placements and possibly additional variables as the project develops. This position is to continue activities started during YR2 based on needs discovered as project progressed.

3% of \$37,142 annual salary = \$1,114

**Fringe Benefits:**

Fringe benefit costs for employees in benefit earning positions is calculated at 18% and includes: employer contributions for FICA (6.20%); Medicare (1.45%); Worker’s Compensation, Unemployment Insurance, and Terminal Leave Pay (1.7%); and Retirement Contributions (8.65%).

Health insurance is a separate cost and is calculated depending on the type of coverage the employee carries. Annual employer costs for health insurance is \$1,623/mo.

**Travel:**

The purpose of the local travel is for the PI and researcher to attend meetings with the county and other meetings as necessary to conduct the evaluation.

**Other:**

Printing/Meeting Materials: Minimal costs to cover printing charges related to evaluation reports.

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**BUDGET JUSTIFICATION NARRATIVE**

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**Cost Accounting Standards Exception Justification:** There are no exceptions to the University’s Cost Accounting Standards, in line with OMB Uniform Guidance.

**FEDERAL REQUEST** – (enter in Section B column 1 line 6f of form SF424A)

(Combine the total of consultant and contract) .....**\$817,651**

**G. Construction:**

**NOT ALLOWED** – Leave Section B columns 1&2 line 6g on SF424A blank.

**H. Other:**

**FEDERAL REQUEST**

Item	Rate	Cost
Not applicable		\$0
	<b>TOTAL</b>	<b>\$0</b>

**JUSTIFICATION:**

**FEDERAL REQUEST** – (enter in Section B column 1 line 6h of form SF424A).....**\$ 0**

**Indirect Cost Rate:**

Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement.

For information on applying for the indirect rate go to: [samhsa.gov](http://samhsa.gov) then click on Grants – Grants Management – HHS Division of Cost Allocation – Regional Offices.

**FEDERAL REQUEST** (enter in Section B column 1 line 6j of form SF424A).....**\$ 0**



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**BUDGET JUSTIFICATION NARRATIVE**

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**BUDGET SUMMARY: (identical to SF-424A)**

<b>Category</b>	<b>Federal Request</b>
Personnel	\$ 113,273
Fringe	\$ 66,238
Travel	\$ 0
Equipment	\$ 0
Supplies	\$ 0
Contractual	\$ 817,649
Other	\$ 0
Total Direct Costs*	\$ 997,160
Indirect Costs	\$ 0
<b>Total Project Costs</b>	<b>\$ 997,160</b>

**\* TOTAL DIRECT COSTS:**

**FEDERAL REQUEST** – (enter in Section B column 1 line 6i of form SF424A) .....\$997,160

**\* TOTAL INDIRECT COSTS:**

**FEDERAL REQUEST** – (enter in Section B column 1 line 6j of form SF424A) .....\$0

**TOTAL PROJECT COSTS:**

*Sum of Total Direct Costs and Indirect Costs*

**FEDERAL REQUEST** (enter in Section B column 1 line 6k of form SF424A) .....\$997,160

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**BUDGET JUSTIFICATION NARRATIVE**

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**INFRASTRUCTURE SUMMARY:**

**Infrastructure:** No more than 60% of the total grant award may be used for developing the infrastructure necessary for establishment and implementation of the program.

<b>Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Personnel	\$115,911	\$113,103	\$113,273	\$124,362
Fringe	\$51,216	\$64,152	\$66,238	\$55,865
Travel	\$ 0	\$ 0	\$ 0	\$ 0
Equipment	\$ 0	\$ 0	\$ 0	\$ 0
Supplies	\$ 0	\$ 0	\$ 0	\$ 0
Contractual	\$384,366	\$392,057	\$388,515	\$407,894
Other	\$ 0	\$ 0	\$ 0	\$ 0
Total Direct Costs*	\$551,493	\$569,312	\$568,026	\$588,121
Indirect Costs	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Costs	\$551,493	\$569,312	\$568,026	\$588,121
	55%	57%	57%	59%

**Personnel:**

- Developing partnerships with the courts and other service providers for service delivery:
  - Courts: Pinellas County will utilize funds to support a .25% General Magistrate within the 6<sup>th</sup> Judicial Circuit Court for the additional hearings created in support of the program.
    - General Magistrate salary - \$22,027
- Providing for court costs, including legal representation.
  - The Pinellas County Public Defender’s office will employ a dedicated public defender attorney and case manager to support the legal process and civil rights for the AOT participants. The case manager will be an integral part of the care team for the clients.
    - Public Defender’s Office salary 2 FTEs: \$91,246

**Fringe:**

- General Magistrate fringe .25 FTE - \$3,341
- Public Defender’s Office salary & fringe 2 FTEs: \$62,897

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**BUDGET JUSTIFACATION NARRATIVE**

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**Contractual:**

- Developing partnerships with the courts and other service providers for service delivery; Supporting staff positions to oversee and monitor the AOT participants; Supporting case management positions to ensure linkage to appropriate services based on the approved treatment plan.
  - Directions for Living will be contracted with to support treatment services for the targeted population including intensive case management, provision of evidence-based practices, supportive services, and will work closely with the program partners in support of clients.
    - Directions for Living salary & fringe 8 FTEs - \$388,515

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**BUDGET JUSTIFACATION NARRATIVE**

**DATA COLLECTION AND PERFORMANCE MEASUREMENT SUMMARY:**

<b>Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
Personnel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Fringe	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Travel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contractual					
Personnel	\$26,460	\$25,596	\$26,853	\$28,913	<b>\$110,699</b>
Fringe	\$8,702	\$9,282	\$10,127	\$10,371	<b>\$38,917</b>
Travel	\$72	\$2,000	\$1,200	\$90	<b>\$342</b>
Other	\$25	\$266	\$75	\$52	<b>\$127</b>
Indirect Cost	\$12,165	\$12,815	\$13,198	\$13,602	<b>\$51,780</b>
Other	\$ 0	\$ 0	\$ 0		\$ 0
Total Direct Costs*	\$47,425	\$49,959	\$51,453	\$49,797	\$190,689
Indirect Costs	\$ 0	\$ 0	\$ 0		\$ 0
<b>Total Data Collection &amp; Performance Measurement Costs</b>	<b>\$47,425</b>	<b>\$49,959</b>	<b>\$51,453</b>	<b>\$49,797</b>	<b>\$190,689</b>