

**Project Narrative | Pinellas County Board of County Commissioners
Continuation Application | Federal Award Identifier SM063331**

Reporting Period: September 30, 2016 through December 31, 2016

DESCRIPTION AND EXPLANATION OF CHANGES, IF ANY, MADE DURING THIS BUDGET PERIOD AFFECTING GOAL AND OBJECTIVES:

The purpose of the Pinellas County Cooperative Agreement to Benefit Homeless Individuals (CABHI) is to increase capacity of services available to individuals who have experienced chronic homelessness and who are also struggling with substance use disorders, mental health disorders, or co-occurring substance abuse/mental health disorders. During this reporting period, Pinellas County has continued towards the goals and objectives identified in the initial application and identified in the table below. Three (3) local mental health and/or substance abuse service providers have executed agreements with Pinellas County for implementation of the local CABHI program and have actively participated in grant implementation. No changes to the proposal’s goals and objectives have been made during this reporting period.

Goal 1: Reduce chronic homelessness
Objective A: House individuals and families who experience chronic homelessness and have SUDs, SMI, SED or CODs.
Objective B: Reduce the rate of return to homelessness for individuals experiencing chronic homelessness and have SUDs, SMI, SED or CODs.
Goal 2: Strengthen behavioral health care for individuals experiencing chronic homelessness
Objective A: Improve integration of behavioral healthcare system with homeless system
Objective B: Improve the accessibility of substance abuse and mental healthcare services for individuals experiencing chronic homelessness.
Objective C: Determine best practice for serving individuals experiencing chronic homelessness who have SUDs, SMI, SED or CODs.
Goal 3: Reduce behavioral health disparities among racial and ethnic minorities
Objective A: Reduce differences in Access to Service.
Objective B: Reduce the differences in Service Use.
Objective C: Decrease the differences in Outcomes.

DESCRIPTION AND EXPLANATION OF CHANGES, IF ANY, MADE DURING THIS BUDGET PERIOD AFFECTING THE PROJECTED TIME LINE FOR PROJECT IMPLEMENTATION

During the reporting period, Pinellas County Human Services chaired bi-weekly implementation meetings to discuss the project’s progress and to expeditiously identify any barriers that may cause delays. The implementation team consisted of the contracted service providers, as well as local housing providers. The housing providers have been included throughout the process and memorandums of understanding between Pinellas County and the local housing providers are currently being developed to solidify their commitment to the project. During the implementation meetings, Housing Providers were tapped as the local subject matter experts regarding data readily available to them through the course of their normal

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business practices. This information assisted the team in the development of a referral process that is beneficial and efficient for both the housing and service providers. Through these implementation strategies, all participating entities have been provided an opportunity to discuss and provide input related to all aspects of the program including, but not limited to: identification of potential clients, flow of individuals through the services, and required grant reporting and evaluation.

Included below is the updated timeline of key activities with the current status listed, as of the end of the reporting period.

Proposed Date <i>Source: application</i>	Key Activities	Responsible staff	Status <i>as of 12/31/16</i>
October 1, 2016	Project Start		Completed
October 1, 2016 – November 22, 2016	Contract development, review and approval by the Board of County Commissioners	Abigail Stanton, Planning & Contracts, Pinellas County Human Services	Completed
November 1, 2016	Establish Local Government Steering Committee	Daisy Rodriguez, Project Director	Completed
Activity not previously proposed	Development and execution of Memorandums of Understanding with Housing Providers	Abigail Stanton, Planning & Contracts, Pinellas County Human Services	In-progress
November 1, 2016	Housing providers identify potential project participants for year 1	Pinellas Hope, HEP, SvDP (Housing provider staff) via referrals	In-progress
November 15, 2016 and quarterly thereafter	Local Government Steering Committee Meeting	Project Director	Completed – meeting held December 21, 2016
November 22, 2016	Nine (9) Project staff hired	Mark Vargo (PAR), Karen Yatchum (DFL), James Dates (WCGC)	Five (5) hired; Four (4) In-Progress
December 1, 2016	Screening tool, GPRA training complete	Project Evaluator	Completed
December 15, 2016	Begin engagement, screening and face-to-face GPRA interviews	Operation PAR Case manager	Anticipated January 16, 2017
January 2, 2017 – September 30, 2017	Service delivery: Direct mental health and SUD treatment, case management, enrollment in Medicaid, SSI/SSDI, TANF, SNAP, etc.	Contracted Service Providers	Anticipated January 27, 2017
Activity not previously proposed	Non-Competing Continuation Application Submission	Pinellas County Human Services	Anticipated January 23, 2017
March 1, 2017 and semi-annually thereafter	6-month GPRA interviews of all clients	Evaluator	July 1, 2017 and semi-annually thereafter
March 1, 2017 and semi-annually thereafter	Report of progress and performance to SAMHSA via Local Performance Assessment	Evaluator	Per the Notice of Award, April 30, 2017 and semi-annually thereafter

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Proposed Date <i>Source: application</i>	Key Activities	Responsible staff	Status <i>as of 12/31/16</i>
August 1, 2017	Housing providers identify potential project participants for year 2	Housing provider staff referrals	No timeline changes anticipated
September 1, 2017	Begin engagement, screening and face-to-face GPRA interviews	Operation PAR Case manager	No timeline changes anticipated
October 1, 2017- September 30 2018	Service delivery: Direct mental health and SUD treatment, case management, enrollment in Medicaid, SSI/SSDI, TANF, SNAP, etc.	Contracted Service Providers	No timeline changes anticipated
August 1, 2018	Housing providers identify potential project participants for year 2	Housing provider staff referrals	No timeline changes anticipated
September 1, 2018	Begin engagement, screening and face-to-face GPRA interviews	Contracted Service Providers	No timeline changes anticipated
October 1, 2018- September 30 2019	Service delivery: Direct mental health and SUD treatment, case management, enrollment in Medicaid, SSI/SSDI, TANF, SNAP, etc.	Contracted Service Providers	No timeline changes anticipated
As required by SAMHSA	Participate in Cross-Site Evaluation as needed	Evaluator, Project Director	No timeline changes anticipated

DESCRIPTION AND EXPLANATION OF CHANGES, IF ANY, MADE DURING THIS BUDGET PERIOD AFFECTING THE APPROACH AND STRATEGIES PROPOSED IN THE INITIALLY APPROVED AND FUNDED APPLICATION:

Pinellas County continues with the approach as proposed and approved in the initial application.

REPORT ON PROGRESS RELATIVE TO APPROVED OBJECTIVES, INCLUDING PROGRESS ON EVALUATION ACTIVITIES

During the current period for reporting, Pinellas County has executed contracts with three (3) local substance abuse and/or mental health service providers to coordinate and provide program participants with increased access to behavioral health and enabling services. In addition to the service providers, Pinellas County is in the process of developing Memorandums of Understanding (MOUs) with the housing providers to solidify their commitment to the CABHI project.

Pinellas County Human Services developed the project implementation team which met bi-weekly from grant award through to the implementation of the Local Government Steering Committee. The project implementation team worked to develop the initial criteria for the housing providers to utilize in the identification and referral of potential clients. By utilizing information the housing providers already obtain, project partners have worked to ensure the referral process is straightforward and minimizes the impact on staff. Housing providers have been provided a brief description of the program, a list of relevant definitions, and a one-page referral form. The referral form and process was developed to further

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align with Pinellas County's newly forming Coordinated Entry process. Through utilizing data that will be pertinent to the Coordinated Entry process, Pinellas County is anticipating minimizing the frequency of form updates to reduce confusion amongst the housing providers who are anticipated to provide the majority of program referrals.

Another result of the implementation team's efforts is a client flow process which includes the following steps: referral to the CABHI program – typically by a housing provider; initial client assessment and intake to be completed by one Case Manager; presentation of the client assessment to the coordination team; development of a client specific case plan; and the transition of the client to the appropriate service provider(s). The purpose of the client flow process is to inform all program partners and staff of the expectations of the programmatic responsibilities and steps.

The service and housing providers, along with other homeless service organizations, formed the grant required steering committee. The first meeting for the steering committee was held on December 21, 2016. The committee is scheduled to meet monthly during program implementation and will transition to quarterly as the program matures. The initial meeting was productive in respects to multiple program aspects, such as: the referral process, evaluation criteria, and coordination of participants amongst the service providers.

SUMMARY OF KEY PROGRAM ACCOMPLISHMENTS TO DATE AND LIST PROGRESS

To date, the Pinellas County Cooperative Agreement to Benefit Homeless Individuals (CABHI) has accomplished the following:

- Identification of a Project Director
- Execution of contracts between Pinellas County and all three (3) service providers
- Development of a client flow process for the Pinellas CABHI program
- Submission of a Disparity Impact Statement
- Development and implementation of a Local Government Steering Committee
- Hiring and processing of pertinent programmatic staff identified in the application's budget
- Identification of two housing provider locations for telehealth equipment, to aid residents in connecting with eServices.

Efforts continue with the implementation of a program coordination committee to review each individual referred to the program. The responsibilities of the program coordination committee include: eligibility determination based upon the individual's assessment, development of a case plan, and coordination of efforts amongst the three service providers to ensure the client's assessed needs are appropriately met.

DESCRIPTION OF DIFFICULTIES/PROBLEMS ENCOUNTERED IN ACHIEVING PLANNED GOALS AND OBJECTIVES - BARRIERS TO ACCOMPLISHMENT

While the program implementation has taken slightly longer than anticipated, at this time there are no barriers identified to reaching the project's goals. Project partners have collaboratively worked throughout

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the development of the program, and these efforts will continue through program implementation and evaluation.

DESCRIPTION OF DIFFICULTIES/PROBLEMS ENCOUNTERED IN ACHIEVING PLANNED GOALS AND OBJECTIVES - ACTIONS TO OVERCOME DIFFICULTIES

Pinellas County Human Services has found that the most expedient and efficient way to ensure that key activities on the timeline are implemented is through regular meetings of all staff identified in the grant. These meetings are scheduled for an hour and chaired by the Project Director. Attendance is mandatory and absences need to be approved prior to the meeting. The Project Director has a standing agenda that includes timeline milestones. Progress toward the milestones are discussed. Barriers are identified and solutions are presented to be implemented going forward. Report backs are reviewed at the next scheduled meeting. Additionally, the end of the meeting is open to any issues, problems and/or successes. This process has allowed past projects to meet implementation timelines and project goals and has, thus far, proven productive throughout the CABHI program's development.

REPORT ON MILESTONES ANTICIPATED WITH THE NEW FUNDING REQUEST

- Referral of individuals to the program
- Evaluation of individuals for program eligibility
- Case plan development by the program coordination committee
- Provision of behavioral and enabling services to program participants
- Installation of telehealth equipment
- Telehealth/eServices expansion
- Enhanced service coordination

KEY STAFF CHANGES (NEW OR ANTICIPATED) MUST BE REQUESTED IN ADVANCE AS STATED IN THE TERMS AND CONDITIONS OF AWARD. DESCRIBE THE CHANGE AND SUBMIT RESUMES AND JOB DESCRIPTIONS, LEVEL OF EFFORT AND ANNUAL SALARY FOR EACH POSITION.

There are currently no new or anticipated changes to Key Staff.