

# Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances FOA: [SM-20-007]

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Location of  
presentation



***SAMHSA***  
Substance Abuse and Mental Health  
Services Administration

# Overview: Goals and Agenda

- Staff Introductions
- Required FOA and NOA activities
- Payment Management System guidance
- Requesting Post Award Amendments
- Guidance from your Grants Management Specialist (GMS)
- ERA resource information
- SPARS Overview
- TA resources

# Staff Introductions

Staff	Role	Telephone	E-Mail
Melinda Baldwin	Branch Chief	(240) 276-0579	<a href="mailto:Melinda.baldwin@samhsa.hhs.gov">Melinda.baldwin@samhsa.hhs.gov</a>
Eric Lulow	GPO	(240) 276-1782	<a href="mailto:Eric.Lulow@samhsa.hhs.gov">Eric.Lulow@samhsa.hhs.gov</a>
Diane Sondheimer	GPO	(240) 276-1922	<a href="mailto:diane.sondheimer@samhsa.hhs.gov">diane.sondheimer@samhsa.hhs.gov</a>
Liz Sweet	GPO	(240) 276-1925	<a href="mailto:Elizabeth.Sweet@samhsa.hhs.gov">Elizabeth.Sweet@samhsa.hhs.gov</a>
Emily Lichvar	GPO	(240) 276-1859	<a href="mailto:emily.lichvar@samhsa.hhs.gov">emily.lichvar@samhsa.hhs.gov</a>
Amy Andre	GPO	(240) 276-1132	<a href="mailto:amy.andre@samhsa.hhs.gov">amy.andre@samhsa.hhs.gov</a>
Ewelina Taran	GPO	(240) 276-1005	<a href="mailto:ewelina.taran@samhsa.hhs.gov">ewelina.taran@samhsa.hhs.gov</a>
Troy Valladares	GMS	(240) 276-1967	<a href="mailto:Troy.Valladares@samhsa.hhs.gov">Troy.Valladares@samhsa.hhs.gov</a>

# Who Do I Contact?

Issue	GOVERNMENT PROJECT OFFICER	GRANTS MANAGEMENT SPECIALIST	SPARS	DIVISION OF PAYMENT MANAGEMENT
Change in Key Staff*	YES	YES	NO	NO
Change in Project Scope *	YES	YES	NO	NO
Budget Questions Revised Budgets *	YES	YES	NO	NO
Day to Day Program Questions ( <i>e.g.</i> <i>infrastructure</i> <i>development, services</i> ).	YES	NO	NO	NO
Project Goals	YES	NO	NO	NO
SPARS Data/Platform**	YES	NO	YES	NO
Quarterly Drawdowns	NO	MAYBE	NO	YES

\* Request must be submitted through eRA Commons. For assistance, contact [GEMSPROJECT@samhsa.hhs.gov](mailto:GEMSPROJECT@samhsa.hhs.gov)

\*\* For SPARS assistance, contact [SPARS-Support@rti.org](mailto:SPARS-Support@rti.org)

# FOA Required Activities

- Provide evidence-based and culturally competent mental health services to children with SED
  - Diagnostic and evaluation services;
  - Outpatient services provided in a clinic, office, school, or other appropriate location, including individual, group, and family counseling, professional consultation, and review and management of medications utilized in the treatment of SED/SMI;
  - 24-hour emergency services, 7 days a week;
  - Intensive home-based services for children and their families when the child is at imminent risk of out-of-home placement;
  - Intensive day treatment services;
  - Therapeutic foster care services, and services in therapeutic foster family homes or individual therapeutic residential homes, and group homes caring for not more than 10 children;
  - Assisting the child in making the transition from services received as a child to the services to be received as an adult; and
  - Other recovery support services (e.g. assistance with vocational needs such as obtaining education/job skills necessary for employment and assistance with obtaining employment, supported employment; support for families) and focused efforts to provide early treatment for those youth with early onset of (SED/SMI).

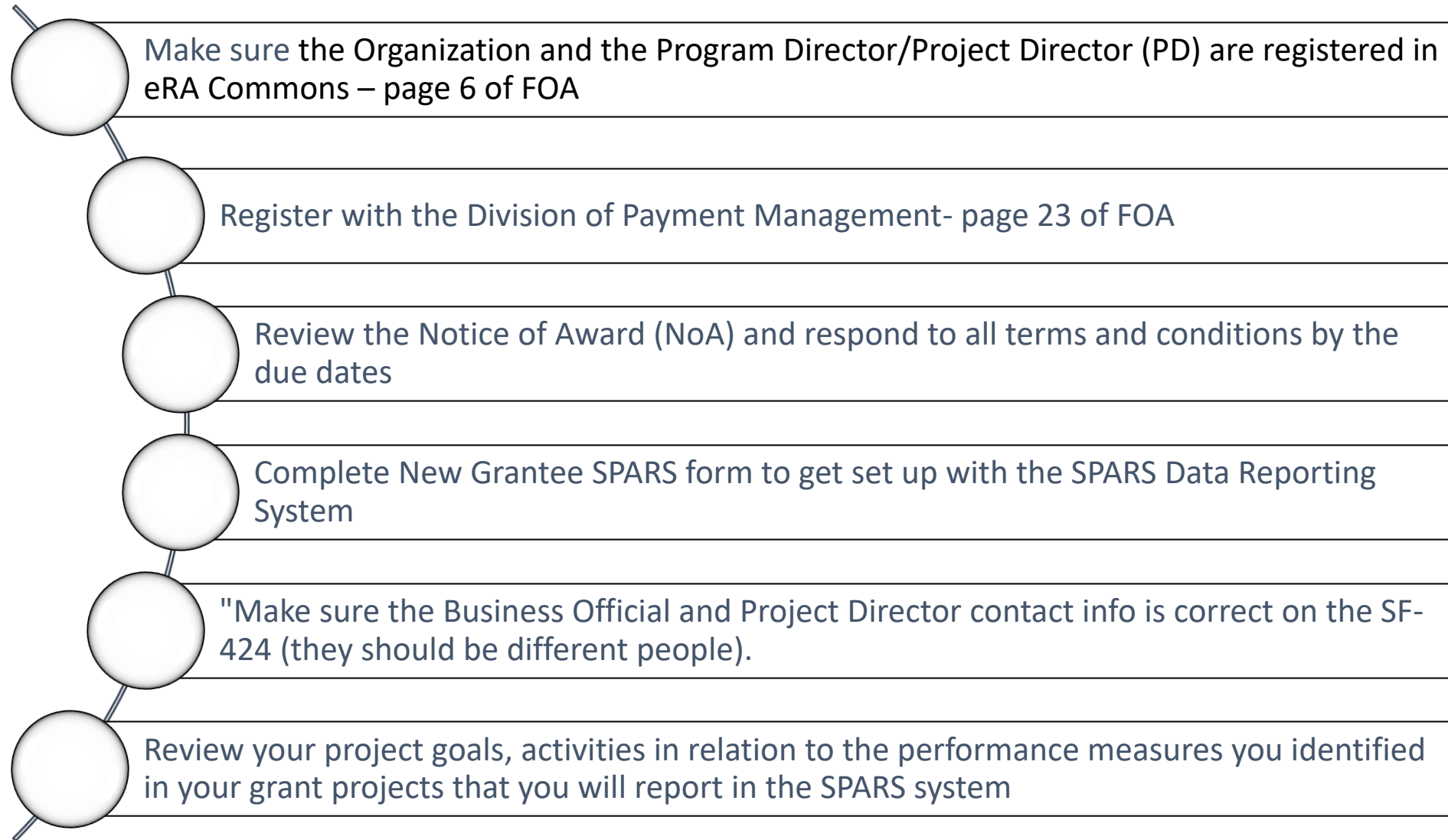
# FOA Required Activities

- Implement services, supports, and mechanisms to promote and sustain family participation that engage and involve families in the development, implementation, and evaluation of the SOC at the state and local levels. Examples include, but are not limited to,
  - peer support activities,
  - development of youth leadership,
  - mentoring programs,
  - youth-guided activities,
  - parent support providers,
  - and youth peer specialists.

# FOA Required Activities

- Develop or enhance an existing Governance Structure/Board that is responsible for decision-making at the policy level with the ability to provide authority and accountability for the SOC. Governance bodies for SOCs can exist at the state/territory/tribe and/or local/community levels.
- Allowable Activities (Please see Page 9 of the FOA)
- Data collection (SPARS)
- Approval of Key Staff (Project Director .75 FTE and Lead Family Coordinator .75) More information can be found on pg. 83 Of FOA
- Program implementation to occur within four months after award

# Key Start-Up Activities





# Get Enrolled in the HHS Payment Management System

Drawdown of funds  
are made available  
through the Payment  
Management System  
(PMS)

To request PMS  
access, go to  
<https://pms.psc.gov/>  
Telephone: 877-614-  
5533

# Notice of Award (NoA) Special Terms/Conditions of Award

## **Marijuana Attestation Letter –**

Grants funded August 31<sup>st</sup> = September 30 2020

Grants funded September 30<sup>th</sup> = October 30<sup>th</sup>

## **Disparities Impact Statement –**

Grants funded August 31<sup>st</sup> = October 30 2020

Grants funded September 30<sup>th</sup> = November 30<sup>th</sup>

👉 See DIS example on the SAMHSA website at:

<https://www.samhsa.gov/sites/default/files/disparity-impact-statement-example-services.pdf>

## **Check NoA for any of the following**

### **Grantee Response to Confidentiality and Participant Protection Concerns –**

Grants funded August 31<sup>st</sup> = September 30 2020

Grants funded September 30<sup>th</sup> = October 30<sup>th</sup>

### **Grantee Response to Marginal/Unacceptable Application Ratings –**

Grants funded August 31<sup>st</sup> = September 30 2020

Grants funded September 30<sup>th</sup> = October 30<sup>th</sup>

**Submit responses as a Post Award Amendment in eRA Commons**

**Resources: Terms and Conditions User Guide**

[https://era.nih.gov/files/TCM\\_User\\_Guide\\_Granttee.pdf](https://era.nih.gov/files/TCM_User_Guide_Granttee.pdf)

**Terms Tracking Reference Sheet**

[https://www.samhsa.gov/sites/default/files/grants/grantee\\_terms\\_reference\\_sheet.pdf](https://www.samhsa.gov/sites/default/files/grants/grantee_terms_reference_sheet.pdf)

# Notice of Award (NoA) Special Terms/Conditions of Award

## **Budget Revisions -**

Grants funded August 31<sup>st</sup> = September 30 2020

Grants funded September 30<sup>th</sup> = October 30th

## **Indirect Cost Rate -**

Grants funded August 31<sup>st</sup> = September 30 2020

Grants funded September 30<sup>th</sup> = October 30th

## **Approval of Key Staff – ASAP**

<https://www.samhsa.gov/grants/grants-management/post-award-amendments#change-in-key-personnel>

**Standard Terms and Conditions of Award**, e.g. performance reports, Federal Financial Report

**Submit responses as a Post Award Amendment in eRA Commons**

## **Resources:**

**Terms and Conditions User Guide**

[https://era.nih.gov/files/TCM\\_User\\_Guide\\_Grant.pdf](https://era.nih.gov/files/TCM_User_Guide_Grant.pdf)

Submit responses in eRA per guidance sent to you.

# When corresponding with SAMHSA in eRA, please remember:

eRA is the primary way you will receive and submit all correspondence related to your grant

- Examples: grantee requests and inquiries; annual performance reports, continuation applications, revised budget, change in project scope, change in key staff.

In all correspondence with SAMHSA, include the following

- Grant number in subject line.
- Name of correspondent, title, organization name, and contact information (work phone number, email address)

# Post Award Amendments

- **Request must be submitted via eRA Commons:**

- <https://youtu.be/EzdzpSRLRMg>

## **Request must:**

- Be addressed to both the Grants Management Specialist (GMS) and Government Project Officer (GPO)
  - Include grant number in subject line, e.g., SM-XXXXX
  - Provide sufficient programmatic and budget justification
  - Be signed by both **Program/Project Director** and **Business Official**
- **Request will be reviewed by GMS in consultation with your GPO. [NOTE: Your GPO cannot approve post-award amendment requests – only the GMS can approve]**
  - **Official approval** is sent by SAMHSA's Division of Grants Management as a revised Notice of Award (NoA). No other written or verbal approval will be binding on SAMHSA.

# Important Change!

Please Note: Effective October 1, 2020, SAMHSA will no longer include the HHS Checklist in the grant application kit.

This applies to all SAMHSA applications: responses to Funding Opportunity Announcements (FOAs), post-award amendments, continuations, and supplement applications.

See Removal of HHS Checklist from the SAMHSA Grant Application Kit for more information on how to properly fill out the application in response to these changes: <https://www.samhsa.gov/grants/applying/hhs-checklist-removal>

# Resources

<b>SAMHSA Post-Award Changes Requiring Approval</b>	<a href="https://www.samhsa.gov/grants/grants-management/post-award-amendments">https://www.samhsa.gov/grants/grants-management/post-award-amendments</a>
<b>How to Submit a Post Award Amendment (video)</b>	<a href="https://www.samhsa.gov/grants/grants-training-materials">https://www.samhsa.gov/grants/grants-training-materials</a>
<b>45 CFR Part 75 –UAR, Cost Principles, and Audit Requirements for HHS Awards</b> (HHS implementation of 2 CFR)	<a href="http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1361">http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1361</a>
<b>HHS Grants Policy Statement (GPS)</b> (HHS external guidance on grants process, performance, terms and conditions)	<a href="https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf">https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf</a>
<b>SAMHSA Grants Website</b>	<a href="https://www.samhsa.gov/grants">https://www.samhsa.gov/grants</a>
<b>eRA</b>	<a href="https://era.nih.gov/">https://era.nih.gov/</a>

# Questions when working in eRA Commons

**eRA Commons** - <https://era.nih.gov/>

**Technical issues:** <https://grants.nih.gov/support/index.html>

Submit a Web Ticket: <https://public.era.nih.gov/commonshelp> (preferred method of contact)

Toll-free: 1-866-504-9552 (Press 6 for SAMHSA Grantees)

Phone: 301-402-7469 (Press 6 for SAMHSA Grantees)

Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)



# Setting up in the SPARS Data Reporting System

You must complete and submit a New Grantee form to the SPARS Helpdesk with the names of staff who will need access to the SPARS system for data reporting purposes. This form will be sent to grantees by SPARS

For assistance, contact the  
SPARS HELPDESK at  
[SPARS-Support@rti.org](mailto:SPARS-Support@rti.org)

# Training and Resources for SPARS

## SPARS

- Find training resources on the SPARS training tab at <https://spars.samhsa.gov/>
- SPARS FAQ: <https://spars.samhsa.gov/content/faq>
- SPARS Quick Guide:  
<https://spars.samhsa.gov/sites/default/files/SPARS%20Quick%20Reference%20Guide%20v1.4.pdf>

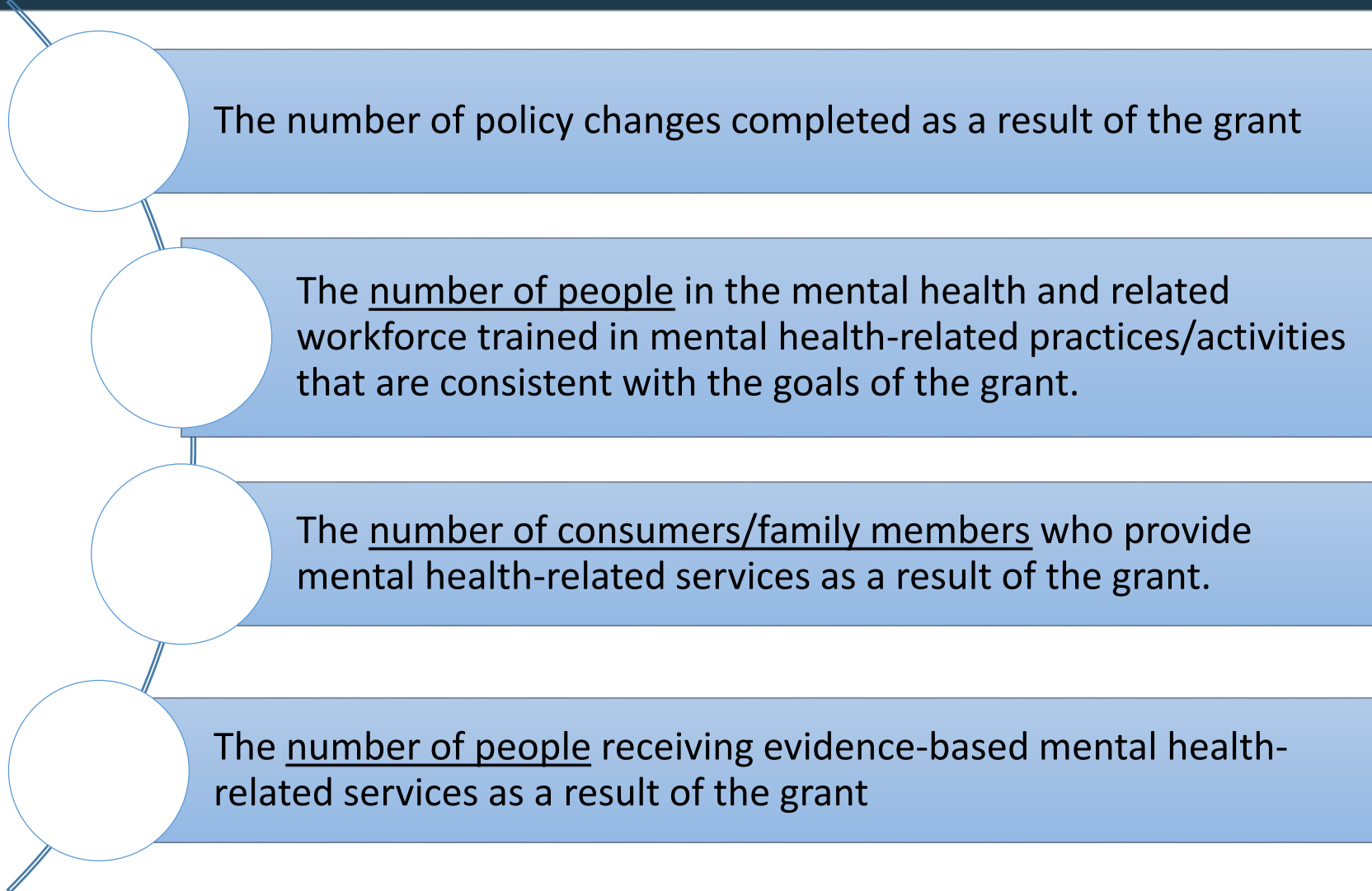
# Data Reporting – Client Level Outcomes (NOMS)

Collect and report data for National Outcomes Measures (NOMs): (a) at intake; (b) every six months after enrollment; and (c) at discharge.

- Enter NOMS baseline interview data into SPARS within 7 days after completion of each intake interview;
- Conduct a NOMs reassessment interview six months following the intake interview and every 6 months thereafter and enter these data into SPARS;
- Conduct a Clinical Discharge NOMS interview at the time of client discharge and enter these data into SPARS.

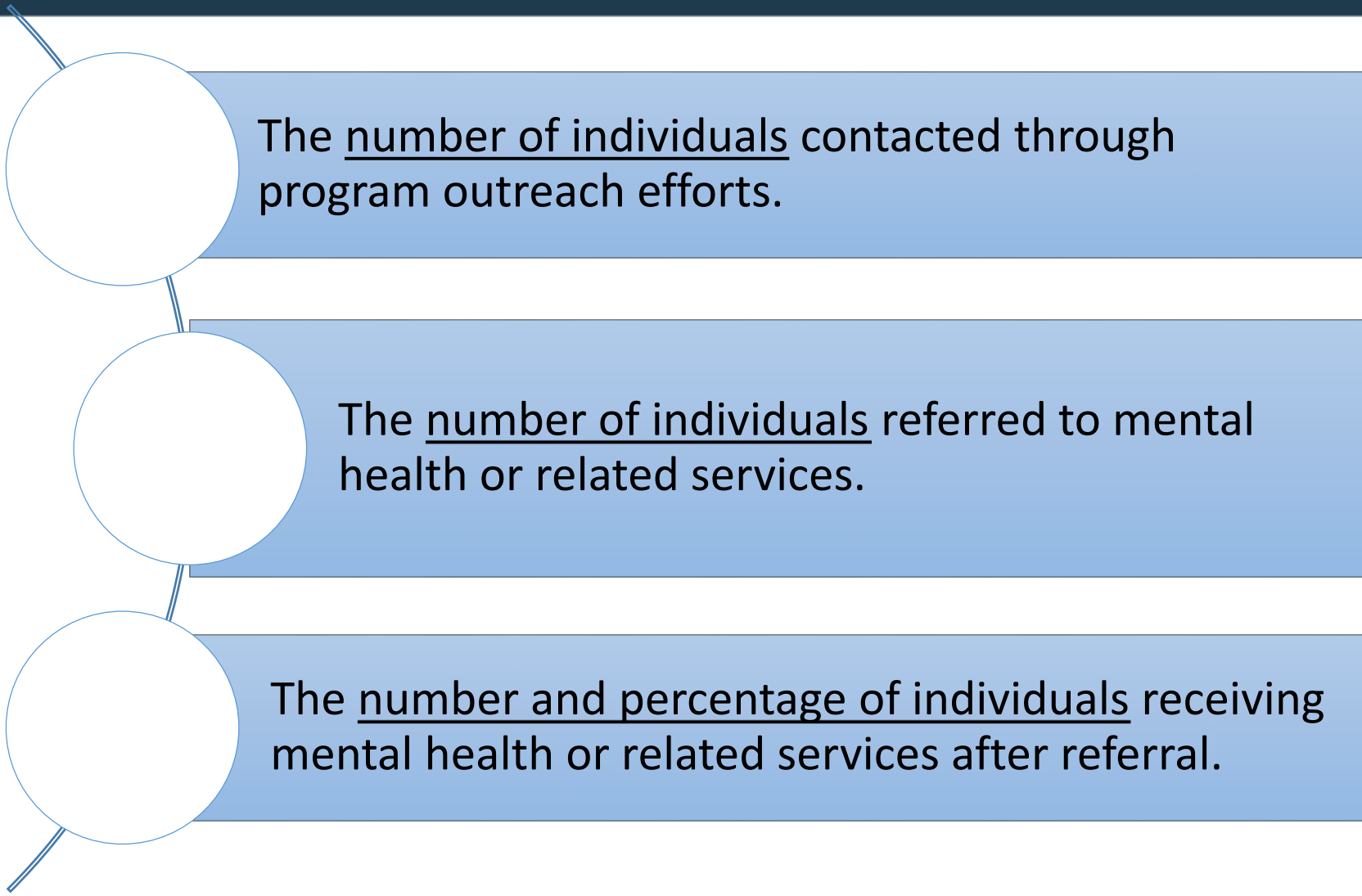
# Data Reporting – Infrastructure, Prevention, Promotion (IPP)

*(See FOA for reference, pages 11-12, and page 21)*



# Data Reporting – Infrastructure, Prevention, Promotion (IPP) Cont

*(See FOA for reference, pages 11-12, and page 21)*



The number of individuals contacted through program outreach efforts.

The number of individuals referred to mental health or related services.

The number and percentage of individuals receiving mental health or related services after referral.

# IPP Quarterly GPRA in SPARS – Reporting Requirements

- Quarterly entry of IPP data into SPARS follows the Federal Fiscal Year (FFY).
- Grantees are expected to report IPP data within 30 days after the end of each quarter
- Annual Goals are due 90 after the award date of your grant

FFY Quarters	Dates for FFY Quarter	Quarterly Reporting Due Dates
1st Quarter	October 1 to December 31	<b>30-Jan</b>
2 <sup>nd</sup> Quarter	January 1 to March 31	<b>30-Apr</b>
3 <sup>rd</sup> Quarter	April 1 to June 30	<b>30-Jul</b>
4 <sup>th</sup> Quarter	July 1 to September 30	<b>30-Oct</b>

# National Training and Technical Assistance Center



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# TRANSFORMATION **TEAMS**

**The Field Team is organized around six topical “Transformation Teams”**

1. Infant & Early Childhood
2. Clinical Practice & Health Care
3. Transition Age Youth (TAY) & Young Adults
4. Systems of Care Implementation, Evaluation, & Sustainability
5. Community-Based Recovery & Peer Supports
6. School-Based Services & Supports



# OUR SERVICES



# Questions & Answers





## CONTACT INFO

**Email:** [NTTACinfo@cars-rp.org](mailto:NTTACinfo@cars-rp.org)

**Phone:** 888.945.9377

*Coming Soon!* **Website:** <http://www.nttacmentalhealth.org>



**Request TA:** <https://tinyurl.com/RequestNTTAC-TTA>

## GET SOCIAL WITH US!



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Twitter: @nttac\_mh

# Thank You

SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

[www.samhsa.gov](http://www.samhsa.gov)

1-877-SAMHSA-7 (1-877-726-4727) • 1-800-487-4889 (TDD)