FY 2012 PUBLIC HEALTH MASTER AGREEMENT ANNEX
Program Descriptions and Reporting Requirements

PROGRAM NAME: Mental Health Services for HIV Infected Individuals
PROGRAM CODE: 091 (HIV Prevention)
FUNDING SOURCE: SM11-096 SAMHSA

PURPOSE:
The purpose of this program is to support the expansion of HIV related mental health services at Ryan White satellite clinics, to include comprehensive mental health assessment and diagnosis; individual level mental health therapy and supportive services; psychopharmacological services and medication management; mental health and coping skills education; individual level mental health treatment planning; crisis intervention; and mental health community referrals.

FUNDING REQUIREMENTS:
Restrictions:
- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies.
- Funds may not be used to purchase medications
- Funds may not be used for research purposes.¹
- Administrative costs may not be charged to this program unless the recipient’s Office of Financial Services has approved a cost allocation plan.
- A portion of funds may be used for client incentives (such as for participation awards to facilitate client recruitment and retention) in accordance with the Office of HIV/AIDS List of Minimum Quality Standards for HIV Prevention and HIV Testing Programs (Form HIV-900). Awards to be used should be outlined in a plan submitted with the first monthly programmatic and data reports. All participation awards purchased must be inventoried and reported on monthly programmatic report.
- Funds may be used to develop, purchase or distribute health education materials only with the approval of each item by the Office of HIV/AIDS Materials Review Committee.
- Only Substance Abuse and Mental Health Services Administration (SAMHSA) standardized screening tools will be used for mental health assessments.

Deliverables:
Primary:
- Recipient will conduct mental health assessments and provide appropriate mental health therapy for HIV positive clients in a clinical setting.
- Six months following the initial assessment, recipient will conduct reassessments for all clients enrolled in mental health services.
- Recipient will provide referral and linkage services to other clinical and supportive services when appropriate.
- Recipient must comply with the List of Minimum Quality Standards for HIV Prevention and HIV Testing Programs: HIV Unit, Georgia Department of Public Health, Form HIV-900².
- Recipient must perform quality assurance for all services throughout the duration of the program to ensure that appropriate standards for mental health services are being met; risk-reduction counseling provided in association with all mental health services is being delivered in an appropriate, competent, and sensitive manner (e.g. observation of service providers); and mental health services meet the needs of the population.

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• Recipient must develop and maintain systems for maintaining client records and managing program data related to the services, including assuring client confidentiality and adhering to policies and practices for data security.
• Recipient must comply with all standardized data reporting requirements set forth by SAMHSA and/or the Office of HIV/AIDS.

**Secondary:**
• Recipients must ensure ongoing performance assessment and continuous training and development of all staff positions funded by this annex.
• A memorandum of agreement (MOA) must be signed annually by each collaborative partner (sites to which clients are referred for STD testing, or HIV care, sites that refer clients for HIV testing, etc.) and a copy submitted to the Office of HIV/AIDS.
• Within 30 calendar days of notice of award, recipient must meet with an assigned DPH Contract Monitor for a "Readiness to Work Site Visit".

**PERFORMANCE MEASURES:**
• Recipient will screen no less than 60 HIV positive individuals during the allocation period.
• Recipient will enroll at least 50 unduplicated participants in mental health services during the grant period.
• Recipient will ensure that 45 unduplicated participants enrolled in mental health services will demonstrate benefits derived from these services at least 90 days after discharge. (Benefits must be quantifiably measured with SAMHSA standardized screening tools).
• Recipient will conduct six month follow-up on all individuals enrolled in mental health services to assess treatment adherence.
• Recipient will screen 100% of individuals enrolled in mental health services for substance abuse and link them to services as appropriate for the specific needs of each individual.

**ALLOCATION METHOD:**
• Allocation method was based on the requirements of the funding source (SAMHSA). Recipient had previously been funded by SAMHSA.

**REPORTING REQUIREMENTS:**
• Follow current DPH requirements and SAMHSA guidelines for data reporting and use of NOM, TRAC, and SAMISS data collection and reporting tools and submit monthly data by the 15th calendar day of each successive month.
• Within 14 days of grant execution, grantee will provide a final work plan, time line, budget and budget narrative for the duration of the grant period.
• Monthly progress reports must be submitted to the Office of HIV/AIDS that reflect progress made toward accomplishing program goals and objectives reflecting achievement of milestones within the defined timeframes. These reports must include quantitative and qualitative data on clients served (new client assessments (unduplicated in the last 12 months) as well as total number of encounters by service type and should be submitted by the 15th calendar day of each month.
• Submit quarterly financial reports to DPH in accordance with the grant agreement for payment of services rendered which detail expenditures made against the grant for program activities. If funds remain at the end of the allotment and/or 90 days prior to the end of the grant, funds may be reduced.
• Recipient must submit final program and financial reports to DPH Office of HIV/AIDS no later than 45 calendar days following the grant termination date (9/30).
• No later than the 15th day of each month, recipient must submit monthly progress reports to the Office of HIV/AIDS indicating progress made toward accomplishing program goals and objectives.
• No later than the 15th day of each month, recipient must enter all SAMHSA-required and DPH-required program evaluation and outcome measures data using the appropriate data and reporting tools.

REFERENCES:
1 (As defined in the Code of federal regulations (title 45, Part 46) the term “research” means, “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”
2 http://health.state.ga.us/programs/stdhiv/hpcontractors.asp

PROGRAMMATIC CONTACTS:

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Note: Contract monitors are assigned to oversee each health district grant-in-aid program. Reports should be sent directly to the assigned contractor monitor for your health district.