Date: October 25, 2007
To: Mary Mastrandrea, COO
From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #18
SFY 2008 HSD/BHSD Allocation of funding for the Total Community Approach (TCA) Initiative

This Letter of Direction (LOD) is for clarification to the Statewide Entity (SE) regarding how VONM is to spend the TCA funds for Local Collaboratives (LC) 6, LC 1, and LC 5.

1) The SE shall ensure that $599,643 is distributed to the agencies as detailed in the Local Collaborative (LC) 6 TCA plan budgets (See attached budgets) as follows:
   - Start up dollars as indicated in the agency budgets shall be distributed as soon as possible
   - The balance of the dollars as indicated in the agency budgets shall be distributed in a 1/8th draw down. Agencies are to begin invoicing for activities and services provided beginning in November 2007

The SE shall contract with the agencies designated, for the services and target numbers, indicated in the LC 6 TCA plan. The SE shall provide a narrative document from each agency describing the activities and services provided with the funds. A copy of each invoice and narrative document shall be provided to the Oversight Team documenting the date received from the agency.

2) The SE shall ensure that $20,000 is distributed to Anne Hays Egan, New Ventures Consulting for her services related to the LC 1 TCA plan. The SE shall contract with New Ventures Consulting for a scope of services as detailed in the Workplan for Rio Arriba Providers, LC 1. The dollars shall be distributed as follows:
   - $10,000 shall be distributed only upon receipt of an invoice and receipt of a written report to include but not limited to the following: target population analysis, analysis of services funded, results of Survey A, and focus groups results
   - The final payment of $10,000 shall be distributed only upon receipt of an invoice and receipt of the final written plan with analysis, recommendations, and strategies for responding to issues identified in the project

The SE shall provide a copy of each invoice and a copy of the report which is to accompany each invoice to the Oversight Team documenting the date received and the date that payment was made to the consultant.

3) The SE shall ensure that $625,000 is distributed to the Guidance Center of Lea County for MST start up and training costs. The SE shall provide a narrative document from the Guidance Center of Lea County that details dates and costs of all MST trainings and supervision, number of staff trained, and any other costs (travel, etc.) associated with these trainings. A copy of each invoice and a narrative document shall be provided to the Oversight Team documenting the date received and the date that payment was made.
Mary Mastrandrea, COO
October 25, 2007
Page 2

The SE may invoice BHSD monthly for these funds. The total amount authorized for payment to the SE shall not exceed $3,000,000.00 for FY08. BHSD will process and approve payment to the SE monthly. These funds shall be identified and accounted for separately by the SE in the BHSD A2 and B3 financial spread sheets and added to the total on the BHSD A1 financial sheet.

Any questions regarding this issue should be directed to Marizza Montoya-Gansel at 827-2641.
Date: January 3, 2008

To: Mary Mastrandrea, Acting CEO
    ValueOptions New Mexico

From: Linda Roebuck, CEO
      Behavioral Health Collaborative

RE: Letter of Direction #18 A
SFY 2008 HSD/BHSD Allocation of funding for the Total Community Approach (TCA) Initiative

This Letter of Direction (LOD) is for clarification to the Statewide Entity (SE) regarding how VONM is to spend the TCA funds for Local Collaboratives (LC) 4, 5, and 8. This LOD is an addendum to LOD #18 dated 11/28/07.

1) The SE shall ensure that $563,743.00 is distributed to the agencies as detailed in the Local Collaborative (LC) 4 TCA plan budgets (see attached budgets) as follows:
   - Start up dollars as indicated in the agency budgets shall be distributed as soon as possible.
   - SR Solutions shall receive a total, not to exceed, $35,950.00 (exclusive of their start up dollars) in 1/6th drawn downs. A subtotal, not to exceed, $80,200.00 budgeted for consumer services shall be invoiced and paid for on a fee for service basis as detailed in the TCA plan. The agency is to begin invoicing for these dollars beginning January 2008.
   - Luna Community College shall receive a total (exclusive of their start up dollars), not to exceed, $60,098.00 for prevention services in 1/6th draw downs. The agency is to begin invoicing for these dollars beginning January 2008.
   - Ayudantes shall receive a total, not to exceed, $24,000.00 for prevention services in 1/6th draw downs. The agency is to begin invoicing for these dollars beginning January 2008.
   - A total, not to exceed, $265,000.00 is budgeted for provider services and shall be invoiced by clinical providers and recovery support providers still to be determined. An addendum to this LOD will follow once providers are determined.
     These invoices will be paid on a fee for service basis as detailed in the TCA plan.
   - The Life Link shall serve as the fiscal agent for the TCA administration budget, law enforcement budget, Healthy Families First training for promotoras and training for peer specialists, and for Richard’s Drop in Center. Life Link shall receive a total, not to exceed, $74,242.00 (exclusive of start up dollars) in 1/6th draw downs. Life Link shall receive a total, not to exceed, $10,050.00 in start up dollars to be distributed upon receipt and approval of invoices and appropriate documentation from the LC 4 leadership team or its designee. The balance of the dollars shall be distributed by Life Link upon receipt and approval of invoices and appropriate documentation from the LC 4 leadership team or its designee. Life Link shall receive an 8% administration fee.

The SE shall contract with the agencies designated, for the services and target numbers, indicated in the LC 4 TCA plan. The SE shall ensure that all clinical services provided by SR Solutions are provided by independently licensed behavioral health professionals. The SE shall provide a narrative document from each agency describing the activities and services provided with the funds. A copy of each invoice and narrative document shall be provided, no less than monthly, to the Oversight Team documenting the date received from the agency. The SE shall
ensure that all the training and technical assistance necessary to implement the central intake model is provided to all the required providers and staff involved in the LC 4 TCA project. The SE shall provide access to the LC 4 TCA web-based billing and referral system to the designated BHSD staff.

2) The SE shall ensure that $344,380.00 (This amount is exclusive of the $62,500.00 in start up dollars that was distributed to the Guidance Center of Lea County per LOD #18) is distributed to the agencies as detailed in the Local Collaborative (LC) 5 TCA plan budgets (see attached budgets) as follows:
   - Start up dollars as indicated in the agency budgets shall be distributed as soon as possible.
   - Hobbs Schools shall receive a total, not to exceed, $25,700.00 in 1/6th draw downs. The agency is to begin invoicing for these dollars January 2008.
   - The Guidance Center of Lea County shall receive a total (exclusive of their start up dollars), not to exceed, $149,445.00 for treatment services in 1/6th draw downs. The agency is to begin invoicing for these dollars beginning January 2008.
   - Project Success shall receive a total (exclusive of their start up dollars), not to exceed, $52,705.00 for prevention services in 1/6th draw downs. The agency is to begin invoicing for these dollars beginning January 2008.
   - $45,000.00 shall be set aside for an environmental strategy to be provided by a provider yet to be determined. An addendum to this LOD will follow once a provider(s) are determined.
   - The Life Link shall serve as the fiscal agent for the TCA project administration budget, law enforcement budget, and recovery support services (transportation) budget. Life Link shall receive a total, not to exceed, $46,750.00 (exclusive of start up dollars) in 1/6th draw downs. Life Link shall receive a total, not to exceed, $5,130.00 in start up dollars to be distributed upon receipt and approval of invoices and appropriate documentation from the LC 5 leadership team or its designee. The balance of the dollars shall be distributed by Life Link upon receipt and approval of invoices and appropriate documentation from the LC 5 leadership team or its designee. Life Link shall receive an 8% administration fee. The agency is to begin invoicing for these dollars beginning January 2008.

The SE shall contract with the agencies designated, for the services and target numbers indicated, in the LC 5 TCA plan. The SE shall ensure that the Department of Prevention, Education, and Outreach work with LC 5 leadership to implement an environmental strategy in the targeted community. The SE shall provide a narrative document from each agency describing the activities and services provided with the funds. A copy of each invoice and narrative document shall be provided, no less than monthly, to the Oversight Team documenting the date received from the agency.

3) The SE shall ensure that $100,000.00 is distributed to the agency as detailed in the Local Collaborative (LC) 8 TCA plan budget (see attached budget) as follows:
   - Service Organization for Youth, Inc. (SOY) shall serve as the fiscal agent. SOY shall receive $9,480.00 in start up dollars as soon as possible. These start up dollars are to be expended as per the LC 8 TCA plan budget. Start up dollars are to be distributed upon receipt and approval of invoices and appropriate documentation from the LC 8 leadership team or its designee. SOY shall receive a total, not to exceed, $76,520.00 (exclusive of start up dollars) in 1/6th draw downs. These dollars shall be distributed by SOY upon receipt and approval of invoices and appropriate documentation from the LC 8 leadership team or its designee. SOY shall receive $12,000.00 in administrative fees in 1/6th draw downs. The agency is to begin invoicing for these dollars beginning January 2008.
   - $14,000.00 shall be set aside for prevention services to be provided by a provider(s) yet to be determined. An addendum to this LOD will follow once a provider(s) are determined.

The SE shall contract with SOY for the services and target numbers indicated in the LC 8 TCA plan. The SE shall ensure that the Department of Prevention, Education, and Outreach work with LC 8 leadership to implement prevention services in the targeted community. The SE shall provide a narrative document from each agency describing the activities and services provided with the funds. A copy of each invoice and narrative document shall be provided, no less than monthly, to the Oversight Team documenting the date received from the agency.

The SE shall ensure that providers receiving TCA funding shall submit a completed enrollment form for each consumer and submit encounter data to the SE. Consumers who are Medicaid enrolled will be billed to Medicaid for appropriate Medicaid services. The SE shall ensure that consumers receiving services through TCA funds must meet the BHSD priority population requirements related to income level and clinical necessity. Prevention services will be reported in accordance to the standard VOMN prevention services reporting requirements. BHSD staff and SE staff will collaboratively develop report instructions (GMS) for TCA specific reports.
The SE may invoice BHSD monthly for these funds. These funds shall be identified and accounted for separately by the SE in the BHSD A2 and B3 financial spread sheets and added to the total on the BHSD A1 financial sheet.

Any questions regarding this issue should be directed to Marizza Montoya-Gansel at 827-2641.
Date: January 9, 2008

To: Mary Mastrandrea, Acting CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #18 B
SFY 2008 HSD/BHSD Allocation of funding for the Total Community Approach (TCA) Initiative

This Letter of Direction (LOD) is for clarification to the Statewide Entity (SE) regarding how VONM is to spend the TCA funds for Local Collaborative (LC) 15. This LOD is an addendum to LOD #18 dated 11/28/07.

1) The SE shall ensure that $600,000.00 is distributed to the agencies listed in the Local Collaborative (LC) 15 TCA plan budgets (see attached budgets). However, the LC 15 TCA plan exceeds its budget by $12,965.73. The SE Regional Director shall work with LC 15 to reduce their budget to meet its allocation.

   - Start up dollars not to exceed $210,441.00 shall be distributed as indicated in the agency budgets as soon as possible. Adjustment to this amount may be made once budget reductions are made.
   - Eastern Navajo Public Health Council (ENPHC) shall serve as the fiscal agent for the following programs or components: TCA clinical team, Teen Court, Eastern Navajo Public Health Alliance (ENPHA), and LC 15. The agency is to begin invoicing for these dollars beginning January 2008. ENPHC shall receive an 8% administration fee.
   - Highland Navajo Outreach shall serve as the fiscal agent for the following programs: Navajo Nation Office of the Prosecutor and Navajo Nation Police Department. The agency is to begin invoicing for these dollars beginning January 2008.
   - Presbyterian Medical Service shall serve as the fiscal agent for the Coalition for Health and Resilient Youth (CHRY). The agency is to begin invoicing for these dollars beginning January 2008.

The SE shall ensure that all “one time only” and start up dollars related to the LC 15 budget component are used exclusively for TCA activities or to support TCA activities. The SE shall ensure that all other “one time only” and start up dollars included in the program budgets are used exclusively for TCA activities or to support TCA activities. Funding will not be available next year for items designated as “one time only” expenditures. The SE shall manage and monitor expenditures and implementation of services. The SE shall ensure that the Regional Director works with LC 15 and all TCA providers to assure accountability for these funds. The SE shall be responsible for reviewing each invoice to assure funds are being expended as indicated in both the TCA plan and budget.

The SE shall contract with the agencies designated, for the services and target numbers indicated, in the LC15 TCA plan. The SE shall provide a narrative document from each agency describing the activities and services provided with the funds. A copy of each invoice and narrative document shall be provided, no less often than monthly, to the Oversight Team documenting the date received from the agency.
The SE shall ensure that providers receiving TCA funding shall submit a completed enrollment form for each consumer and submit encounter data to the SE. Consumers who are Medicaid enrolled will be billed to Medicaid for appropriate Medicaid services. The SE shall ensure that consumers receiving services through TCA funds must meet the BHSD priority population requirements related to income level and clinical necessity. Prevention services will be reported in accordance to the standard VONM prevention services reporting requirements. BHSD staff and SE staff will collaboratively develop report instructions (GMs) for TCA specific reports.

The SE may invoice BHSD monthly for these funds. These funds shall be identified and accounted for separately by the SE in the BHSD A2 and B3 financial spread sheets and added to the total on the BHSD A1 financial sheet.

Any questions regarding this issue should be directed to Marizza Montoya-Gansel at 827-2641.
Date: February 26, 2008
To: Total Community Approach Provider
From: Harrison Kinney, Executive Manager
Behavioral Health Services Division
RE: TCA Adjusted Payment System

I would like to extend my appreciation for your involvement with the Local Collaborative (LC) on its Total Community Approach (TCA) project. This is truly an exciting and innovative program.

Reasons for the Adjusted Payment System
Due to the implementation delays from the original roll out schedule, you may need to make formal budget adjustments to your contract. I realize the inconvenience of having to develop Budget Adjustments in order to draw down grant awarded funds but the need for transparent accountability of public funds is paramount. The intended outcomes for the amended payment system are as follows:

- Providers will be able to draw down the entire amount of the awarded grant funds.
- Providers can demonstrate all funds are being used for TCA projects.
- ValueOptions (VO) can ensure payment is only going to providers who are actually providing the services as specified within the scope of services.

Adjusted Payment System
These are the allowable payment categories for FY08 TCA funds:

1. **Annualized Monthly Draw**: The annualized monthly draws shall be distributed after the contracts have been signed. The annualized monthly draws are based on the grant award divided by number of months identified in the grant agreement minus one-time expense or start-up expenses (if any). A budget adjustment is only required if the payment deviates from the annualized monthly amount.

2. **Start-Up Expenses**: The start-up funds have already been built into the contract and have not changed therefore; no budget adjustment is required.
3. **One-Time Expenses**: One-time expenses are expenses which will not carryover into the next fiscal year. These one-time activities may focus on the entire LC area for the remainder of FY08 so long as they are directed at supporting TCA principle in the LC. Use of this expense line will require a Budget Adjustment but can cover the remainder of the fiscal year. The Budget Adjustment must include a Narrative which addresses the following areas:
- Specific description of the service, equipment, personnel or activity for which the funds are being utilized.
- The dollar amount of TCA funds to be utilized.
- How the expense items relate to TCA projects.
- The date scheduled for the expenditure.

4. **Other Allowable Avenues**: A provider may be able to request for new allowable expense categories not previously identified. A written explanation must be submitted to VO and the Behavioral Health Services Division (BHSD). The use of this expense category must meet the intent of this plan:
- Clearly demonstrates that all the funds are to be used for TCA projects.
- Demonstrates that the services will carryover between fiscal years with no disruption (if indicated in the scope of work).
- Is identified in the grant application scope of work.
- Ensures payment is only going to providers who have implemented the services as specified.
The provider may submit a written request to VO for consideration of payment under a new expense category. VO and BHSD will review the request and provide a written response within 10 business days.

**Attached are examples that may prove helpful in determining which expense categories to use for specific costs.**

**Budget Adjustment**
In order to obtain funding other than the annualized monthly draws and start-up costs identified in the grant application, the Provider must submit the Budget Adjustment and Narrative (as specified above) to the LC and VO. LC’s may communicate their feedback to VO Regional Directors. We ask for LC’s to be aware of the time sensitive nature of the feedback. It is expected for providers to submit the Budget Adjustment and Narrative for approval no later than 30 days of receiving this letter.

**Failure to Perform**
The expectation is once the contracts are in place the providers will be implementing activities according to the application service plan. Failure to implement within the planned timeline of activities will require a corrective action plan to VO and forwarded on to BHSD. Failure to implement the activity may lead to financial penalties. It is expected that Providers will notify VO if timelines are not met and will develop expedient and effective corrective action plans.
Support
BHSD management has scheduled weekly telephone conferencing through ValueOptions Regional Management to assist providers in implementing services and developing budget adjustments to promptly draw down all FY08 funds. Conference calls are scheduled every Friday afternoon from 3:00pm to 4:00pm. To obtain further information please contact your ValueOptions Regional Manager.

The commencement of this project represents the culmination of great efforts from the LC as well as the community. At the state, we look forward to hearing about the on going achievements that the LC and TCA providers bring to this important project.

Sincerely,

Harrison Kinney, Executive Manager
Behavioral Health Services Division
FY08 Adjusted Budget Expense Category Examples

Examples which may act as a helpful tool: Consider your original allocation as being $60,000 and contracts were in place by January 2008 for duration of six (6) months. The Provider may then:

- **Annualized Monthly Draw**: The grant agreement is for $60,000 for six (6) months. $15,000 is designated for one-time expense and start-up and $45,000 is designated for ongoing operations. The Providers would draw down $7,500 per month for January, February, March, April, May and June on the annualized monthly draw. The Provider would draw the one-time expense and start-up under separate funding categories (see below).

- **Start-Up**: Per original grant agreement, draw $10,000 budgeted for start-up.

- **One time Expenses**: Draw the remaining $5,000 for one time expenses once the Budget Amendment and Narrative have been approved. This may include activities such as:
  - purchasing prevention materials for the year;
  - increased salary for outreach and start up not previously funded;
  - implementing a public education program on the services;
  - hosting an approved training event of a TCA service activity;
  - purchasing treatment supplies and curriculum; and, other equipment;
  - supplies or services that can be directly tied to the TCA project
Date: February 26, 2008

To: Mary Mastrandrea, Acting CEO
ValueOptions New Mexico

From: Linda, Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #18 C
SFY 2008 HSD/BHSD Allocation of funding for the Total Community Approach (TCA) Initiative

Attached: Attachment A: Adjusted Payment System

This Letter of Direction (LOD) is for:
1. clarification to the Statewide Entity (SE) regarding how ValueOptions New Mexico (VONM) is to spend a total, not to exceed, $470,000 in TCA funds for evaluation, consultation, technical assistance
2. clarification on payment to providers.

This LOD is an addendum to LOD #18 dated 11/28/07.

A. Effective upon receipt of providers’ next monthly invoices, providers shall be paid as detailed in Attachment A to this LOD. TCA providers are to submit a budget adjustment and detailed narrative within and no later than 30 days of the notification date if indicated in Attachment A. The Behavioral Health Services Division (BHSD) will submit a letter that is to accompany the silent amendment, informing providers of the changes and requirements for a budget adjustment and narrative.

2. On all TCA projects, consultants are to submit monthly invoices based on services rendered related to their scope of work. Consultants may separately invoice for travel expenses, supplies, etc.

3. Fiscal agents are to pay providers upon receipt of monthly invoices based on provider services rendered.

4. The SE shall extend the scope of work for Anne Hay Egan, New Ventures Consulting, to include the proposed scope of work, dated 12/14/07. The contract extension shall not exceed $12,000.

B. The SE shall ensure a total, not to exceed $12,500 is distributed to New Mexico State University (NMSU) for LC 6 TCA evaluation supervision. NMSU shall receive no more than 10% for administrative costs (already included in $12,500 amount).

2) The SE shall ensure that a total, not to exceed, $47,500 is distributed to Eastern New Mexico University (ENMU) for LC 5 TCA evaluation and consultation and/or technical assistance to LC 5. ENMU shall receive no more than 5% for administrative costs (already included in the $47,500 amount).
3) The SE shall ensure that a total, not to exceed, $62,500 is distributed to New Mexico Highlands University (NMHU) for:
   - LC 4 evaluation;
   - consultation and/or technical assistance to LC 8;
   - LC 4 for consultation and/or technical assistance;
   - administrative costs (already included in the $62,500).

4) The SE shall ensure that a total, not to exceed, $87,500 is distributed to the Pacific Institute for Research and Evaluation (PIRE) for:
   - LC 6 TCA evaluation;
   - LC 15 evaluation;
   - consultation and/or technical assistance to LC 6;
   - consultation and/or technical assistance to LC 15;
   - administrative costs.

5) The SE shall ensure that a total, not to exceed, $87,500 is distributed to Kesselman-Jones, Inc. These dollars may be used for:
   - travel for LC evaluation activities and travel for LC members;
   - training consultants;
   - training logistics and planning;
   - miscellaneous LC evaluation supplies;
   - administrative costs.

6) The SE shall ensure that a total, not to exceed, $172,500 is distributed to the University of New Mexico, Department of Psychiatry, Center for Rural and Community Behavioral Health (UNM) for:
   - the Statewide Coordinator;
   - evaluation, oversight, and consultation;
   - a national consultant;
   - consultation and/or technical assistance to LC 1;
   - travel for TCA coordination;
   - overall TCA support;
   - TCA administrative support;
   - supplies;
   - administrative costs.

The scopes of work to be completed by the universities and other entities listed above in Section B 1-5 of this directive shall provide to the SE by the University of New Mexico, Department of Psychiatry, Center for Rural and Community Behavioral Health. The scopes of work are to be forwarded to BHSD for approval prior to finalizing above contracts. All entities in Section B 1-6 shall be paid as follows: 1/4 of the total budget once the contract is signed and 1/4 thereafter for the months of April, May, and June.

The SE shall provide a narrative document from each university or entity describing the activities and services provided with the funds. A copy of each invoice and narrative document shall be provided on a monthly basis after the 30th day of each month to the Oversight Team documenting the date received from the entity. The SE must submit an annual report detailing TCA evaluation, consultation, training, technical assistance activities undertaken and completed during this fiscal year. This annual report is due 30 days following the end of the fiscal year and is to be provided to the Oversight Team documenting the date received by the SE.

The TCA providers are to submit budget adjustments and narratives to the Local Collaborative and to the SE. The SE will have three (3) working days to review and respond to the budget adjustment. Once reviewed by the SE, these documents shall be sent to BHSD who will review and respond within three (3) working days. The LC’s will be instructed to send their feedback to their Regional Directors. LC feedback is not to slow the three (3) working days process between BHSD and the SE.
The SE shall include in all TCA provider contracts sanction language that allows for withholding of payment or recoupment of payment based on inability to complete the of scope of work detailed in the contract.

These funds shall be identified and accounted for separately by the SE in the BHSD A2 and B3 financial spreadsheets and added to the total on the BHSD A1 financial sheet.

Any questions regarding this issue should be directed to Marizza Montoya-Gansel at 827-2641.
Attachment A

Adjusted Payment System

Below are the allowable payment categories for FY08 TCA funds pursuant to Letter of Direction 18C:

1. Annualized Monthly Draw: The annualized monthly draws shall be distributed after the contracts have been signed. The annualized monthly draws are based on the grant award divided by number of months identified in the grant agreement minus one-time expense or start-up expenses (if any). A budget adjustment is only required if the payment deviates from the annualized monthly amount.

2. Start-Up Expenses: The start-up funds have already been built into the contract and have not changed therefore; no budget adjustment is required.

3. One-Time Expenses: One-time expenses are expenses which will not carryover into next fiscal year. These one-time activities may focus on the entire LC area for the remainder of this fiscal year so long as they are directed at supporting TCA activities in the LC. Use of this expense line will require a Budget Adjustment but can cover the remainder of the fiscal year. The Budget Adjustment must include a Narrative which addresses the following areas:
   - Specific description of the service, equipment, personnel or activity for which the funds are being utilized.
   - The dollar amount of TCA funds to be utilized.
   - How the expense items relate to TCA projects.
   - The date scheduled for the expenditure.

4. Other Allowable Avenues: A provider may be able to request a new allowable expense category not previously identified. A written explanation must be submitted to VO and the Behavioral Health Services Division (BHSD). The expense category must meet the following criteria:
   - Clearly demonstrates that all the funds are to be used for TCA projects.
   - Demonstrates that the services will transcend between fiscal years with no disruption, if indicated in the scope of work.
   - Is identified in the grant application scope of work.
   - Ensures payment is only going to providers who have implemented the services as specified.

   VO and BHSD will review the request and provide a written response within 10 business days.

In order to obtain funding other than the annualized draws and start up costs identified in the grant application, the Provider shall submit the Budget Adjustment and Narrative (as specified above) to the LC and VO. LC’s may communicate their feedback to VO Regional Directors.
Failure to Perform
The providers shall implement activities according to the application service plan. Failure to implement within 30 days of the planned timeline of activities will require a corrective action plan to VO and forwarded on to BHSD. Failure to implement the activity may lead to recoupment of funds. Providers shall notify VO if timelines are not met and will develop expedient and effective corrective action plans.
Date: May 30, 2008

To: Eddy Broadway, CEO
   ValueOptions New Mexico

From: Linda Roebuck, CEO
       Behavioral Health Collaborative

Re: Letter of Direction #18 D
    SFY 2008 HSD/BHSD Allocation of funding for the Total
    Community Approach (TCA) Initiative

This Letter of Direction (LOD) is for clarification to the Statewide Entity (SE) regarding how VONM is
1. to spend the TCA funds for Local Collaborative (LC) 1
2. to clarify the Collaborative’s expectations of the SE’s role in implementation and oversight of the TCA projects. This LOD is an addendum to LOD #18 dated 11/28/07.

TCA funds for Local Collaborative (LC) 1

The SE shall ensure that $43,727.00 is distributed to Rio Arriba County services, training, and equipment as detailed in the Local Collaborative (LC) 1 TCA plan and budget.

- Start up dollars not to exceed $21,705.00 shall be distributed to Rio Arriba County upon the SE’s receipt of a signed contract.
- $13,000.00 shall be set aside for prevention services to be provided by a provider(s) yet to be determined. The SE’s Director of Substance Abuse Prevention shall work with LC 1 and the community’s prevention providers to identify the provider(s). A contract for these dollars shall be in effect no later than May 15, 2008.

The SE shall ensure that all start up dollars in the LC 1 budget is used exclusively for TCA activities or to support TCA activities. The SE shall manage and monitor expenditures and implementation of services. The SE shall ensure that the Regional Director or other designated staff work with LC 1 and all TCA providers to assure accountability for these funds. The SE shall be responsible for reviewing each invoice to assure funds are being expended as indicated in both the TCA plan and budget.

Clarify the Collaborative’s expectations of the SE’s role in implementation and oversight of the TCA projects.
In order to ensure the success of the TCA projects and ultimately, their sustainability, the SE shall ensure that the following activities occur on an ongoing basis:

- Progress on implementation must be monitored, assessment and identification of technical assistance needs, and provision of technical assistance.
- The SE shall assign one regional staff person to be responsible for each TCA site. That individual shall be responsible for implementation, oversight, and technical assistance at each site.
- In order to effectively monitor implementation and progress, the SE shall schedule weekly TCA oversight conference calls with each TCA site to include providers, evaluators, a Local Collaborative representative, and BHSD staff. The outcomes of these weekly calls shall be reported during the weekly BHSD/VO conference calls.
- The SE shall submit a monthly invoice and narrative report, from each agency receiving TCA funds, describing the activities and services provided with the funds. Guidelines for the content and format of the narrative report are attached. The monthly narrative and invoice are due the 15th of every month following the reporting month. These documents are to be submitted to the Oversight Team.
- Based on the monthly reports submitted to the SE by the TCA project providers, the SE shall inform BHSD staff of project progress, monthly. It is expected that the SE, based on the projects’ progress, shall proactively provide supportive technical assistance in order to ensure that projects meet their contract requirements.
- The SE shall develop and submit for review written operational procedures, by close of business on June 15, 2008, for the provision of supportive technical assistance to at-risk TCA projects. Technical assistance efforts may result in a recommendation to amend the contract deliverables for the at-risk TCA provider. The SE shall develop and submit for review written operational procedures, by close of business on June 15, 2008, for expediting contract amendments in coordination and collaboration with the TCA site evaluator(s) and BHSD.
- The SE shall inform the State of any TCA provider’s risk of or failure to meet contract deliverables/requirements. The SE shall offer, in collaboration and coordination with the TCA evaluators, technical assistance to providers having difficulty meeting their contract deliverables. The SE shall document all its technical assistance efforts aimed at assisting providers to meet their contract requirements. Should corrective action plans be required of the providers, the SE shall submit these to the State.

The SE shall ensure that providers receiving TCA funding shall submit a completed enrollment form for each consumer and submit encounter data to the SE for individuals receiving treatment services. Consumers who are Medicaid enrolled will be billed to Medicaid for appropriate Medicaid services. The SE shall ensure that consumers receiving treatment services through TCA funds meet the BHSD priority population requirements related to income level and clinical necessity.

The SE may invoice BHSD monthly for these funds. These funds shall be identified and accounted for separately by the SE in the BHSD A2 and B3 financial spread sheets and added to the total on the BHSD A1 financial sheet.

Any questions regarding this issue should be directed to Marizza Montoya-Gansel at 827-2641.