Date: May 8, 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #34 Quality Behavioral Health Assessment Services for Doña Ana County

This Letter of Direction (LOD) to the Statewide Entity (SE) provides a methodology to increase access to quality behavioral health assessment services for uninsured or under-insured individuals in Doña Ana County, through the development of infrastructure at Southwest Counseling Center (SWCC).

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities Include:

Oversee the project, review the findings and approve the deliverables prior to public presentation.

VONM Responsibilities Include:

1. Contract with SWCC to increase access to quality behavioral health assessment services for uninsured or under-insured individuals in Doña Ana County, through the development of infrastructure at SWCC via the purchase of needed equipment, the recruitment of qualified behavioral health professionals, and through the provision of services outside of Las Cruces.

2. Direct that the project to begin as soon as possible in May, 2008.

3. Coordinate with SWCC to employ the following methodology:
   - Purchase computer equipment as identified in the Attachment to assist in conducting ASI-MV and psychological testing.
   - Expand integration of the ASI-MV tool through development of new testing stations utilizing the new equipment.
• Provide psychological testing to uninsured individuals where that service is not currently available through utilization of the new computer equipment and purchase psychological testing kits (i.e. MMPI, WAIS, WISC, TAT, & CAT) as identified in the Attachment.
• Provide assessment of medication side effects through the purchase and use of a computerized AIMS assessment and purchase of essential lab tests for indigent consumers as identified in the Attachment.
• Develop a written procedure for administering testing and developing behavioral health assessments which will be viable within the BHSD rate structure.
• Recruit and/or train credentialed professional staff able to provide comprehensive behavioral health assessments independently or under supervision as identified in the Attachment.
• Provide VONM client service claim reports demonstrating that services provided under this LOD equaled to or exceeded the project amount identified in the Attachment and were not paid for through other sources within VO.

4. Require the project deliverable of a final report due by July 30, 2008 that includes:
• The purchase of the equipment and how it increases efficiency/quality of assessment services.
• The status ASI-MV set-up and testing sites within the organization and the number of ASI-MV administrations.
• Progress towards developing infrastructure for conducting psychological testing, as well as number of behavioral health assessments/evaluations conducted prior to 06/30/08.
• Report progress towards implementation, as well as encounter data around number of computerized AIMS tests administered and subsequent laboratory work purchased.
• Report progress and provide evidence of written procedure for administering testing and developing behavioral health assessments, which will be feasible within the BHSD rate structure.
• Provide documentation of any staff hired, credentials, and training completed. Provide documentation of behavioral health assessment and documentation training completed with practitioners within the agency.
• Provide itemized expense report and/or copies of invoices for computer equipment; computerized testing software; laboratory work and other associated costs specified in the Attachment “Projected Costs”.

Payment

The SE shall utilize HSD/BHSD State General Funds identified as Mental Health Enhancement funds. VO shall make one payment $100,000 to SWCC for a total not to exceed $100,000 in FY2008. The funds will be re-occurring at the rate of $150,000 annually beginning in FY2009.

The SE shall identify and account for these funds in the BHSD A-2 and B-3 financial spreadsheet reports and these funds shall be added to the total on the BHSD A-1 financial report.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
## Attachment (LOD #34)
### Projected Costs

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<tr>
<th>Item Description</th>
<th>FY 07-08 Cost</th>
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<td>500 Adult MMPI2 Administrations and Scoring Reports</td>
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<td>100 Adolescent MMPI Administrations and Scoring Reports</td>
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<td>WAIS and WISC Testing Kit</td>
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<tr>
<td>TAT &amp; CAT Test Kit</td>
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<td>Psychological Testing Infrastructure</td>
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<td>Signing Bonus for Professional Staff &amp; Psychiatrist</td>
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<td>$5,000.00</td>
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<tr>
<td>Assessment &amp; Documentation Training</td>
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<td>Lab Work</td>
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<td><strong>Total Budget - Las Cruces &amp; Northern DAC</strong></td>
<td></td>
<td><strong>$100,000.00</strong></td>
</tr>
</tbody>
</table>
DATE: May 8, 2008

TO: Eddy Broadway, CEO
ValueOptions New Mexico

FROM: Linda Roebuck, CEO
Behavioral Health Purchasing Collaborative

RE: Letter of Direction # 35
Payment for providing more service encounters than were reimbursed for through the one-twelfth monthly draw. ($300,000)

This Letter of Direction (LOD) to the Statewide Entity (SE) authorizes the release of funding to three programs Tri-County Community Services (Taos), New Mexico Behavioral Health Institute Community Based Services (Las Vegas), and Life Link (Santa Fe) to reimburse them for providing more encounters than they were paid for through the monthly draw as evidenced in ValueOptions New Mexico (VONM) monthly Medical Loss Ratio (MLR) Report.

Purpose:

This letter directs the role of ValueOptions as the single contracts and Joint Powers Agreements manager of statewide behavioral health services.

HSD/BHSD Responsibilities include:

- Authorize VONM to release a one-time amount of $300,000 to three programs ($100,000 paid to each program) from unallocated funds in FY08 for providing more encounters than they were paid for through the monthly draw.
- Ensure that Tri-County Community Services, New Mexico Behavioral Health Institute Community Based Services (Las Vegas) and Life Link each receive $100,000.
- At this time there are no supplemental funds available in FY 2009.

ValueOptions Responsibilities include:

- Release $100,000 each to Tri-County Community Services, New Mexico Behavioral Health Institute Community Based Services (Las Vegas) and Life Link in a one time lump sum in FY08.

Payment:

The $300,000 in unallocated funding is already in VONM's contract. Each of the three programs has already provided the services and is eligible to receive the $100,000 allotment immediately. Revenues and expenditures should be accounted for in the BHSD A1, B2 and B3 financial spreadsheets.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
Date: May 8, 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction # 36

This Letter of Direction (LOD) to the Statewide Entity (SE) provides a methodology to increase access to quality behavioral health assessment services for uninsured or under-insured individuals in southern Doña Ana County through the development of infrastructure at Southern New Mexico Human Development (SNMHD).

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities Include:

Oversee the project, review the findings and approve the deliverables prior to public presentation.

VONM Responsibilities Include:

1. Contract with SNMHD to increase access to quality behavioral health assessment services for uninsured or under-insured individuals in southern Doña Ana County through the development of infrastructure at Southern New Mexico Human Development (SNMHD) via the purchase of needed equipment, the recruitment of qualified behavioral health professionals, and through the provision of services outside of Las Cruces.

2. Direct that the project begin as soon as possible in May, 2008.

3. Coordinate with SNMHD to employ the following methodology:
   - Purchase computer equipment to assist in conducting ASI-MV and psychological testing as identified in the Attachment.
   - Expand integration of the ASI-MV tool through development of new testing stations utilizing the new equipment.
   - Provide psychological testing to uninsured individuals where that service is not currently available through utilization of the new computer equipment and psychological testing kits (i.e. MMPI, WAIS, WISC, TAT, & CAT) as identified in the Attachment.
• Provide assessment of medication side effects through the purchase and use of a computerized AIMS assessment and purchase of essential lab tests as identified in the Attachment for indigent consumers.

• Develop a written procedure for administering testing and developing behavioral health assessments, which will be viable within the BHSD rate structure.

• Recruit and/or train credentialed professional staff able to provide comprehensive behavioral health assessments independently or under supervision as identified in the Attachment.

• Provide VONM client service claim reports demonstrating that services provided under this LOD equaled to or exceeded the project amount identified in the Attachment and were not paid for through other sources within VO.

4. Require that SNMHHD provide the project deliverable of a final report due by July 30, 2008 that includes:

• The purchase of the equipment and how it increases efficiency/quality of behavioral health assessment services.

• The status ASI-MV set-up and testing sites within the organization and the number of ASI-MV administrations.

• Progress towards developing infrastructure for conducting psychological testing, as well as number of behavioral health assessments/evaluations conducted prior to 06/30/08.

• Report progress towards implementation, as well as encounter data around number of computerized AIMS tests administered and subsequent laboratory work purchased.

• Report progress and provide evidence of written procedure for administering testing and developing behavioral health assessments, which will be feasible within the BHSD rate structure.

• Provide documentation of any staff hired, credentials, and training completed. Provide documentation of behavioral health assessment and documentation training completed with practitioners within the agency.

• Provide itemized expense report and/or copies of invoices for computer equipment; computerized testing software; and laboratory work as identified in the Attachment.

Payment

The SE shall utilize HSD/BHSD State General Funds identified as Mental Health Enhancement funds. VO shall make one payment of $50,000 to Southern New Mexico Human Development (SNMHHD) for a total not to exceed $50,000. The funds are not re-occurring and will not be available in FY2009.

The SE shall identify and account for these funds in the BHSD A-2 and B-3 financial spreadsheet reports and these funds shall be added to the total on the BHSD A-1 financial report.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
## Attachment
### Proposed Cost
**LOD #36**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost 1</th>
<th>Cost 2</th>
</tr>
</thead>
<tbody>
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<td>5 Notebook Laptops On site assessments Rural Area</td>
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<td>$10,000.00</td>
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<tr>
<td>Mileage for on-site assessments</td>
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<tr>
<td>4 Printers</td>
<td>$4,796.00</td>
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<tr>
<td>2 Desktop for Testing and ASI-MV</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>250 Adult MMPI2 Administrations and Scoring Reports</td>
<td>$7,625.00</td>
<td></td>
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<tr>
<td>100 Adolescent MMPI Administration and Scoring Reports</td>
<td>$2,600.00</td>
<td></td>
</tr>
<tr>
<td>WAIS and WISC Testing Kit</td>
<td>$222.00</td>
<td></td>
</tr>
<tr>
<td>TAT &amp; CAT Test Kit</td>
<td>$125.00</td>
<td></td>
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<tr>
<td>Psychological Testing Infrastructure</td>
<td></td>
<td>$10,572.00</td>
</tr>
<tr>
<td>Recruitment Costs - Ads &amp; Interviews</td>
<td>$3,750.00</td>
<td>$3,750.00</td>
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<tr>
<td>Increased Psychiatric Hours</td>
<td>$6,500.00</td>
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<tr>
<td>Signing Bonus for professional Staff</td>
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<tr>
<td>Assessment &amp; Documentation Training</td>
<td>$600.00</td>
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</tr>
<tr>
<td>Lab Work</td>
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<td><strong>Encounters 5/1/08 to 6/30/08 (BHSD Rate Schedule)</strong></td>
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<td>$7,082.00</td>
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<td><strong>Total Budget -Southern DAC (SNMHD)</strong></td>
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</table>
Date: May 12, 2008

To: Eddy Broadway
   Acting Chief Executive Officer

From: Linda Roebuck, CEO
   Behavioral Health Collaborative

RE: Letter of Direction # 37
   Collaborative’s Behavioral Health Conference- Phase I

This Letter of Direction (LOD) to the Statewide Entity (SE) is to provide
   • Direction regarding the Collaborative’s Behavioral Health Conference,
     scheduled for December 1-5, 2008. This LOD provides direction on Phase I
     scope of work.
   • Direction regarding payment of the scope of work.

Purpose:
Value Options, or its designated subcontractor, shall be required to plan, coordinate,
   implement and administer the activities designed to provide the Collaborative’s
   Behavioral Health Conference on December 1-5, 2008. The conference schedule is
tentatively planned to reflect an all day pre-conference institute with six all day sessions;
three days, each having six half-day repeating sessions; one day of six half-day non-
repeating sessions, and four plenary sessions. This may require a faculty of approximately
thirty-four (34) professionals.

The activities listed under Value Options Responsibilities may be conducted
   independently or as a result of direction provided by the Conference Steering Committee
   (Committee).

The Collaborative has established the Committee to assist in developing a conference
   that provides a balanced program that meets the variety of skill levels and interest levels
   of the conference audience, presented by speakers of the highest quality who represent
   the diversity of our community. It is anticipated that Value Options will begin
   participation in the Steering Committee meetings upon approval of this LOD.

HSD/BHSD Responsibilities:
1. Staff Committee, including all responsibilities associated with meetings; and
2. Provide support and assistance with VO activities regarding the Conference

ValueOptions Responsibilities:
1. Develop an Initial Conference Plan for the annual Behavioral Health
   Collaborative Conference with the assistance of the Committee to reflect the
   Behavioral Health Collaborative vision of behavioral healthcare in New Mexico.
   This plan shall include:
a. event objectives that will support the conference theme and vision;
b. initial project timelines and key personnel;
c. proposed event budget, including registration and exhibitor fees;
d. proposed overall event format including general sessions, concurrent workshops, twelve step support groups and additional meetings;
e. proposed timeframes for arranging appropriate meeting rooms; accommodations for presenters, dignitaries and participants; and banquet and exhibit areas, management office, staff meeting rooms, and other accommodations as identified and agreed upon by the Committee;
f. proposed timeframes and activities associated with the recruitment and contracting with selected trainers, presenters, speakers, exhibitors, and other event staff;
g. proposed timeframes and activities associated with the development, printing, mailing and e-mailing of event announcements, including submission for the HSD, Collaborative, DOH, VONM, SAMHSA and other websites; and
h. proposed timeframes and activities associated with the development and maintenance of an event mailing list that shall include all professionals currently licensed through the New Mexico Counseling and Therapy Practice Board and the New Mexico Social Work Examiners Board.

2. Finalize the event date of December 1-5, 2008 with the Albuquerque Convention Center, ensuring that 600 or more participants can be accommodated;

3. Submit a written progress report on a monthly basis; and

4. Attend Conference Steering Committee meetings.
5. This plan shall also include the names and proposed scope of work for any subcontractors performing activities under the Initial Conference Plan, including the development of the Initial Conference Plan.

Payment:

VONM shall utilize funds in the amount not to exceed $55,900 that are identified within VO ledgers as “Interest Income”. $50,000 may be utilized for payment prior to June 30th upon receipt and approval by representatives of the Steering Committee of an Initial Conference Plan, to include activities, key personnel, and timelines. $5,900 may be utilized by VONM for its Administrative Indirect (at 11.8% rate). This plan shall also include the names and proposed scope of work for any subcontractors performing activities under the Initial Conference Plan, including the development of the Initial Conference Plan. Based on the approved planning recommendations further funding shall be available in FY2009.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
Date: May 9, 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Bill Belzner, Deputy CEO
Behavioral Health Collaborative

RE: Letter of Direction #38
Allocation of General Assistance Funds

This LOD directs ValueOptions of New Mexico to provide FY08 State General Funds in the total amount of $300,000 to the following providers in their network for the purpose of providing homeless and related services to potential General Assistance recipients in Albuquerque, Santa Fe and Las Cruces:

Albuquerque Health Care for the Homeless: $100,000
The Life Link (Santa Fe) $100,000
First Nations (Albuquerque) $ 50,000
Mesilla Valley Community of Hope (Las Cruces) $ 50,000

The intent of these funds is to mitigate the causes and conditions of homelessness among residents of New Mexico who are indigent or at risk of indigence due to physical or behavioral health conditions. The providers selected have served more individuals than they have been reimbursed for over the course of SFY08. These funds are intended to address the potential financial shortfall that results from this pattern of over-service.
Date: May 12, 2008

To: Eddy Broadway, CEO

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #39
Metropolitan Assessment and Treatment Services (MATS)
Center/Bernalillo County Women with Children’s Addiction Recovery
Program ($250,000 Mental Health Expansion funding)

This Letter of Direction (LOD) to the Statewide Entity (SE) provides a scope of work for
designing, developing and implementing a full continuum of gender specific women with
children addiction recovery services.

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts
and Joint Powers Agreements manager.

HSD/BHSD Responsibilities:

- Oversee the project; review the periodic reports and outcome measures.

ValueOptions Responsibilities:

- Contract with MATS/Bernalillo County to design, develop and implement a
program with targeted goals and objectives to accommodate a full continuum of
addiction recovery services for women with children.

- The program design will be new and innovative and provide gender specific
addiction recovery services for this high risk targeted population.

- The Bernalillo County Strategic Plan is to provide fundamental public safety to its
residents by providing a full continuum of care with quality gender specific
addiction recovery services for women with children which may include:
  a. Detoxification services
  b. Housing
  c. Case management
  d. Treatment services
  e. Aftercare services
  f. Living skills
  g. Relapse prevention
h. Initial start up costs in capital outlay and staff equipment.
i. Client Management Data System

- The goal is to impact the public safety of women with children in the local jail, the court system, state social service agencies and related systems.

Reports & Deliverables

- The Bernalillo County Strategic Plan must have the approval of the Regional Director.

- The strategic plan shall have quantifiable outcome measures and shall include community based collaboration and/or community involvement as part of the overall plan.

- Anecdotal and qualitative outcome measures shall be submitted to the regional director for review on a regular basis to be determined.

- Any adjustments or alterations to the plan as a result of these reports will be developed with the Regional Director.

Payment

The SE shall utilize mental health expansion funds already received through the monthly draws which started in July, 2007 and will end June 30, 2008. The total amount of funding for the design, development and implementation of this program and these services shall not exceed $250,000.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
Date: May 16 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #40 – CYFD Third Party Billing

This Letter of Direction (LOD) to the Statewide Entity (SE) affirms a contractual agreement between the SE and CYFD with regard to Third Party Billing.

Purpose:

This letter directs Value Options New Mexico (VONM) to make all reasonable effort to assure that CYFD is the payer of last resort with regard to any service rendered to an appropriate consumer/client of CYFD (in a manner concurrent with other contract language with regard to other Collaborative member agencies).

VONM Responsibilities Include:

ValueOptions New Mexico, Inc. agrees that CYFD is the payer of last resort with regard to payment for all or part of any Covered Service incurred by any Covered Person. Further, VONM agrees to make reasonable efforts to determine if Consumers have insurance or other mental health care coverage ("Other payer") other than through CYFD General Funds, including Flex Funds. VONM will promptly report any duplicate coverage to CYFD in the event of a payment by CYFD which was covered by a Third Party Payer. ValueOptions agrees to cooperate with CYFD in providing any information reasonably requested in connection with claims payment and in obtaining necessary information relating to coordination of benefits, subrogation and verification of coverage. VONM further understands and agrees that upon the discovery of payments that were made from CYFD funds which were indeed available for coverage by a Third Party Payer ("Other payer"), that VONM will seek payment from such payer and repay the CYFD funding stream.

"Other payers" include, but are not limited to, Medicare or any other individual, entity, insurance company, governmental or private program that is or may be liable in any way to indemnify or pay all or part of the Covered Services incurred by any Covered Person.

Any questions regarding this LOD should be directed to Steve Stanton, 505-827-4451.
Date: May 16, 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction # 41

This Letter of Direction (LOD) to the Statewide Entity (SE) provides a methodology to increase preparedness of first responders to recognize and safely intervene with individuals experiencing a behavioral health crisis, as well as improve access and quality of jail diversion activities within Doña Ana County.

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities Include:

Oversee the project, review the findings and approve the deliverables prior to public presentation.

VONM Responsibilities Include:

1. Contract with Forensic Intervention Consortium – Dona Ana County (FIC-DAC) increase preparedness of first responders to recognize and safely intervene with individuals experiencing a behavioral health crisis, as well as improve access and quality of jail diversion activities within Doña Ana County.

2. Direct that the project begin as soon as possible in May, 2008.

3. Coordinate with FIC-DAC to employ the following methodology:
   • Improve support services, to include housing, for forensically involved individuals with behavioral health issues by increasing case management services, as well as provide funding to assist with housing, psychiatric emergency services, medication needs, and other necessities for daily living activities
- Expand crisis intervention training opportunities to first responders within Doña Ana County by utilizing established training curriculum; offer a series of courses to 150 individuals within the county, including detention officers, first responders, hospital security and officers of the court including adult/juvenile probation officers.
- Train 911 dispatchers within Doña Ana County to recognize behavioral health crises, allowing improved collaboration and preparation with first responders by offering CIT training across shifts to 40 employees of MRVDA.
- Develop training program for staff of local university to recognize signs/symptoms of behavioral health crisis and reduce risk of active shooters on the local campus by utilizing established tools and techniques (DVD lectures and scoring instruments) to develop a training curriculum and provide training to resident advisors, academic advisors and other staff which will assist in recognizing and properly intervening with students displaying symptoms of mental illness.

4. Require that FIC-DAC provide the project deliverable of a final report.
- Report how case management services were expanded, as well as encounter data showing consumers served and specific services provided (i.e. housing vouchers, medications, etc.).
- Report number of individuals trained, amount of training completed, and detail costs of training materials.

Payment

The SE shall utilize Human Services Department/Behavioral Health Services Division (HSD/BHSD) State General Funds identified as Mental Health Enhancement funds. VO shall make one payment of $100,000 to Forensic Intervention Consortium – Dona Ana County (FIC-DAC) prior to June 30, 2008. The funds are re-occurring and will be available in FY2009.

The SE shall identify and account for these funds in the BHSD A-2 and B-3 financial spreadsheet reports and these funds shall be added to the total on the BHSD A-1 financial report.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
DATE: May 23, 2008

TO: Eddy Broadway, CEO
ValueOptions New Mexico

FROM: Linda Roebuck, CEO
Behavioral Health Purchasing Collaborative

RE: Letter of Direction #42
School-Based Mental Health Services
Correction to Attachment D-Financial Adjustments

This Letter of Direction (LOD) to the Statewide Entity (SE) is to clarify the funding for the School-Based Mental Health Services. On page 3 of Attachment D ValueOptions New Mexico (VONM) was awarded a total of $33,455,000 from the State General Fund for a variety of programs and services. One of these services included School-Based Mental Health Services. This service is also identified in two other locations within Attachment D. A total of $286,000 was allocated for this activity and the SE has received a Letter of Direction regarding the implementation of this service.

Purpose:
This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities Include:
Oversee the project, review the findings and approve the deliverables prior to public presentation.

VONM Responsibilities Include:
VONM shall access the funding for the School-Based Mental Health Services from three (3) sources:
- The SE is instructed to charge $129,800 dollars of the School-Based Mental Health services to Situational Based Funding already dispersed to VONM.
- $147,040 may be invoiced to BHSD in June that shall be paid from the BHSD Contract expense line item.
- The SE is instructed to charge $9,160 dollars of the School-Based Mental Health services to account within VONM identified as “interest”.

The SE is instructed to draw the $286,000 as a one time payment in the June invoice. The SE shall update DOH A-2 Provider Network Revenues by Funding Component report to reflect these changes.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-827-2598.

Behavioral Health Services Division – Human Services Department – Post Office Box 2348
Santa Fe, New Mexico 87504-2348
(505) 827-7740 Fax: (505) 476-7183
DATE:   June 4, 2008

TO:      Eddy Broadway, Chief Executive Officer  
ValueOptions New Mexico

FROM:    Linda Roebuck, CEO  
Behavioral Health Purchasing Collaborative

RE:      Letter of Direction # 43
This Letter of Direction (LOD) to the Statewide Entity (SE) authorizes the release of funding to the Carlsbad Mental Health Center to reimburse them for increasing access to IOP in three Eddy County sites and also for expanding services to a rural and frontier area, i.e., Artesia. (Special Appropriation, SB 611 – Sec 26.36 - $60,000)

Purpose:

This letter directs the role of ValueOptions as the single contracts and Joint Powers Agreements manager of statewide behavioral health services.

HSD/BHSD Responsibilities include:

- Authorize VONM to release a one-time amount of $60,000 to Carlsbad Mental Health Center from special legislative appropriation funding in FY08 for increasing access to IOP in Eddy County and for expanding services in Artesia.
- Ensure that the additional services are provided in Eddy County and in Artesia and that the services are reviewed on a periodic basis.

ValueOptions Responsibilities include:

- Verify that Carlsbad has developed and maintained three Eddy County Intensive Outpatient Programs thereby increasing access to this level of care in southeastern New Mexico.
- Verify the expansion of services in rural and frontier New Mexico by CMHC through its partnership with PMS in Artesia to provide PSR, CCSS, and IOP services.
- Confirm that by mid-June 2008, CMHC will open Milestones Wellness Center in Artesia. (CMHC will maintain a couple of offices at the Artesia Health Center but will locate the majority of its staff at Milestones Wellness Center at 1700 West Main, Suite A-2 in Artesia.)
- Ensure that CMHC and the University of New Mexico maintain a contractual relationship that provides access to adult, child and addictions psychiatry to our customers on a regular basis.
- Support the implementation and continued use of Telehealth by CMIIC.
Payment:

- Release $60,000 to the Carlsbad Mental Health Center in a one time payment in June, 2008.
- Revenues and expenditures should be accounted for in the BHSD A1, B2 and B3 financial spreadsheets.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
Date: June 13, 2008

To: Eddy Broadway, CEO
Value Options New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

Re: Letter of Direction #44
Supportive Housing Programs Appropriation FY09

This Letter of Direction describes requirements related to the FY09 allocation for Supportive Housing Programs, which will be implemented through Value Options New Mexico (VONM).

Purpose

This Letter of Direction describes the purpose, policies and responsibilities for the disbursement and management of this $287,217 allocation related to the following supportive housing programs: Move In and Eviction Assistance, Crisis Housing and Housing Development. Individual program allocations shall be tracked as separate line item amounts (as designated below) within the supportive housing total allocation.

Collaborative Responsibilities

1. Develop overall policy directives for program intent, parameters, eligibility, and reporting.
2. Work with staff team at VONM to establish services protocol and conduct regular feedback sessions with VONM’s Recovery & Resiliency Department and Regional staff regarding implementation and efficacy of all supportive housing programs.
3. Work with VONM to develop policies and practice guidelines for statewide outreach, consumer selection, and supportive services.
4. Assist VONM with the training of service providers and VO Regional staff in targeted New Mexico communities.
5. Provide a single point of contact at the Collaborative regarding project matters.
6. Provide current information regarding program requirements.
7. Attend planning and implementation meetings as appropriate.
8. Establish implementation time frames, program and performance evaluation criteria, and ongoing monitoring requirements in collaboration with VONM staff.
VONM Responsibilities

1. Designate an organizational single point of contact for VONM to the BH Collaborative (provide name and contact information), that oversees supportive housing initiatives and programs in a systems approach and is responsible for the delivery of the entire array of support services and provision of rental assistance vouchers.

2. Develop guidelines for statewide outreach, consumer selection, screening, referral, and services coordination in collaboration with the State point of contact.

3. Disburse project funds in a timely manner to the Contractor, Supportive Housing Coalition, (SHC) including any applicable administrative fees, for the programs detailed below.

4. Disburse Move in and Eviction Assistance Program funds in a timely manner in order to serve clients within the designated 72 hour or earlier crisis response time frame.

5. Develop contract(s) with SHC detailing individual program performance expectations, deliverables, allocations process and reconciliation of expenditures, and reporting requirements.

6. Conduct Behavioral Collaborative approved training of service providers and VONM Regional staff in targeted New Mexico communities.

7. Provide monthly program reports, and supporting documentation to the Behavioral Health Collaborative.

8. Provide quarterly reconciliation reports (in a format approved by the Collaborative) of all program funds disbursed as compared to program expenditures. Any funds disbursed in excess of direct and substantiated consumer usage shall be returned to the Behavioral Health Collaborative before the end of the third quarter of FY09, i.e. March 30, 2009.

9. Ensure programs’ implementation by June 30, 2008 and ongoing monitoring of all programs’ efficiency and effectiveness.

Move In and Eviction Assistance Program: $160,040

The program is designed to provide emergency one-time funds to qualified individuals for rent, damage deposit, utilities or other approved costs directly related to housing. The eligible applicant (or dependent) must have a diagnosed and documented severe, persistent mental illness or co-occurring substance use disorder. VONM will manage, coordinate and directly deliver the Statewide Move In and Eviction Assistance housing program through its VONM Regional Offices, VONM staff and designated service providers, including the funds available for this purpose. The one exception in service delivery area will be the Albuquerque site which will be administered by the Supportive Housing Coalition (SHC).

The total amount allocated for this program is $160,040; of which $32,010 shall be disbursed to the Supportive Housing Coalition which will administer the Albuquerque/Bernalillo site. These allocations shall be tracked as separate line item amounts within the supportive housing total allocation. Administrative fees in connection with program operations and disbursements will only be allowed for the Albuquerque/Bernalillo site. It is requested that program guidelines apply to all vendors and program outlets across the state so that services can be consistently rendered to consumers and their families. VONM will maintain a statewide log documenting the equitable distribution of funds to each of the five regions, by recipient, the current grant payout status, and other pertinent information, as directed by the Collaborative.

Crisis Housing Program: $75,000

This Program is designed for individuals diagnosed with severe mental illness, who are being discharged from psychiatric centers, hospitals, jails or other institutional settings and who have no imminent housing available. The program will provide transitional housing for 60-days to allow the individual to find employment, have income entitlements reinstated, and ultimately identify permanent housing in the community. The total amount allocated for
this program is $75,000 which shall be tracked as a separate line item amount within the supportive housing total allocation.

VONM will oversee, manage and contract with SHC to deliver the Program in the Albuquerque area. SHC will be required to maintain a detailed reporting system which will track the individual clients served, length of stay and self-sufficiency outcomes achieved.

The social service agency that refers clients to the Program for housing services must agree to provide on-going supportive services to the tenant for the duration of their stay. The Contractor, SHC, is requested to provide individual letters of agreement with each social service agency that makes referrals and provides their support services to their clients.

**Housing Development Program: $ 52,167**

The Program intent is to provide housing non-profit development organizations with the critical resources and capacity that are needed to design, develop and build additional supportive housing units in the state of New Mexico during FY09. The total amount allocated for this program is $52,167 which shall be tracked as a separate line item amount within the supportive housing total allocation.

VONM will oversee, manage and contract with SHC to deliver the Program. SHC shall provide on a quarterly basis a narrative report that directly links the use of these Program funds with SHC staff activities and the development and construction of one or more supportive housing projects and/or units.
DATE: July 17, 2008

TO: Eddy Broadway, CEO
    ValueOptions New Mexico

FROM: Linda Roebuck, CEO
      Behavioral Health Collaborative

RE: Letter of Direction #44 — Addendum #1
    Supportive Housing Programs FY09

This Addendum No. 1, to the original Letter of Direction dated June 13, 2008, provides amended fiscal direction related to the Supportive Housing Programs for the FY09 allocation from the Behavioral Health Services Division of HSD, as implemented through Value Options New Mexico (VONM).

**Purpose**

This Addendum No. 1 provides changes only in the allocated amounts between the three supportive housing programs: Move In and Eviction Assistance, Crisis Housing and Housing Development. All other details in the original Letter of Direction related to purpose, policies, responsibilities and program implementation for the disbursement and management of the $287,217 total allocation shall remain as stated. The amended individual program allocations are provided below:

- **Move In and Eviction Assistance Program:** $160,050
- **Crisis Housing:** $35,000
- **Housing Development:** $92,167

VONM is directed to track the individual supportive housing programs as separate line items within the supportive housing total allocation. 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.
Date: June 13, 2008

To: Eddy Broadway, CEO
Value Options New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

Re: Letter of Direction #45
Supportive Housing Programs $750,000 2nd Fiscal Year Appropriation

This Letter of Direction describes requirements for the second year implementation of the $750,000 legislative allocation for Supportive Housing Programs, which will continue to be implemented through Value Options New Mexico (VONM) and the New Mexico Mortgage Finance Authority (NMMFA) during FY09.

Purpose
This Letter of Direction describes the process and responsibilities for the disbursement and management related to the following Supportive Housing programs: Capacity Building in the Housing Delivery System; Housing Pre-Development and the Linkages Program. The individual program allocations shall be tracked as separate line item amounts (as designated below) within the supportive housing allocation.

Collaborative Responsibilities
1. Develop overall policy directives for program intent, parameters, eligibility, and reporting.
2. Work with staff teams at VONM to establish services protocol and conduct regular feedback sessions with VONM’s Recovery & Resiliency Department and Regional staff regarding implementation and efficacy of the supportive housing programs.
3. Work with VONM to develop policies and practices guidelines for statewide outreach, consumer selection, and supportive services.
4. Assist VONM with the training of service providers and VO Regional staff in targeted New Mexico communities.
5. Provide a single point of contact at the Collaborative regarding project matters.
6. Provide current information regarding program requirements.
7. Attend planning and implementation meetings as appropriate.
8. Establish implementation time frames, program and performance evaluation criteria, and ongoing monitoring requirements in collaboration with VONM staff.
VONM Responsibilities

1. Designate an organizational single point of contact for VONM to the BH Collaborative (provide name and contact information) that oversees supportive housing initiatives and programs in a systems approach and is responsible for the delivery of the entire array of support services and provision of rental assistance vouchers.

2. Disburse program funds of $696,000 for the following programs: Capacity Building in the Housing Delivery System, Housing Pre-Development and the Linkages Rental Assistance Program, in a timely manner to the Mortgage Finance Authority (MFA), including any applicable administrative fees, for the programs detailed below.

3. Disburse the Support Services Capacity program funds of $50,000 to the support services providers for the Linkages program.

4. Continue to oversee, manage and implement the supportive housing programs through any necessary modifications to practice guidelines in partnership with MFA.

5. Develop guidelines for statewide outreach, consumer selection, screening, referral, and services coordination in collaboration with the State point of contact.

6. Provide necessary training and oversight of service agency provider staff for the Linkages Rental Assistance Program in both the Recovery and Resiliency Department and Regional Offices in the designated communities.

7. Coordinate services with identified housing administrative agencies and providers through contracts and incentives and execute a Memorandum of Understanding with MFA.

8. Provide program reports, and supporting documentation monthly to the Behavioral Health Collaborative.

9. Provide quarterly reconciliation of program funds disbursed as compared to program expenditures and any funds disbursed in excess of direct and substantiated consumer usage shall be returned to the Behavioral Health Collaborative before the end of the third quarter of FY09, i.e. March 30, 2009.

10. Ensure program implementation by June 30, 2008 and on going monitoring of all program efficiency and effectiveness.

11. Work with the Collaborative’s point of contact, MFA, and the Technical Assistance Collaborative (TAC) regarding any needed modifications of quarterly and year-end program reports and supporting documentation to be provided monthly to the Collaborative.

Linkages Support Services Capacity Program: The FY09 budget for the Program is $54,000 ($50,000 for services and $4,000 as 8% administrative fee). VONM will disburse Support Services Capacity Program funding as follows:

<table>
<thead>
<tr>
<th>Linkages Site</th>
<th>Service Provider</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region V</td>
<td>Border Area Mental Health Services Inc. (10 vouchers)</td>
<td>$16,666</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>The Life Link (10 vouchers)</td>
<td>$16,666</td>
</tr>
<tr>
<td>Albuquerque</td>
<td>First Nations Community Healthsource (8 vouchers)</td>
<td>$13,334</td>
</tr>
<tr>
<td></td>
<td>Albuquerque Healthcare for the Homeless (2 vouchers)</td>
<td>$3,334</td>
</tr>
</tbody>
</table>

NMMFA Responsibilities

VONM will disburse project funds ($696,000) to the New Mexico Mortgage Finance Authority (NMMFA), including administrative fees in the amount of $34,800 or 5%, for each of the following programs:

1. Capacity Building in the Housing Delivery System ($250,000): The purpose of this program is to provide grant funds for non-profit organizations that are in need of enhancing or expanding the internal operations of their organization for the purpose of building program and production capacity in order to develop housing stock for Supportive Housing. NMMFA will disburse these funds through a Notice of Fund Availability (NOFA) process.
NMMFA will insure project implementation by 6/30/08 and on going monitoring of project progress. Quarterly program reports will be required.

2. Housing Pre-Development ($150,000): The purpose of Housing Pre-Development Fund is to provide capital to qualified developers to finance predevelopment costs associated with supportive housing development. These expenses include items such as appraisals, title search, title insurance, environmental assessments, architectural and engineering fees, and market studies as required to define the scope, scale and feasibility of the proposed supportive housing project. NMMFA will disburse these funds through a Notice of Fund Availability (NOFA) process. NMMFA will insure project implementation by 6/30/08 and on going monitoring of project progress. Quarterly Reports will be required.

3. Linkages Rental Assistance Program ($300,000): MFA will provide overall administration and oversight of the Linkages Housing Voucher Program for housing providers/administrators. MFA in coordination with VONM, the Collaborative’s single point of contact, and TAC will provide ongoing oversight of policies and program monitoring. MFA will cooperate in mutually agreed upon evaluation and tracking protocol. MFA will, in consultation with the single point of contact for the State and TAC, develop and execute housing provider agencies contracts. MFA will monitor provisions and provide quarterly reports of ongoing contract activity. MFA will provide ongoing training to housing providers in selected communities and implement procedures for coordination and delivery of housing services and tenant liaison services. Quarterly reports will be required. Coordination meetings will be facilitated by the Collaborative.

cc: Jay Czar, Mortgage Finance Authority
    Joseph Montoya, Mortgage Finance Authority
Date: June 13, 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction # 46

This Letter of Direction ( LOD) to the Statewide Entity ( SE) authorizes payment of $12,000 General Fund dollars to Families and Youth, Inc. (FYI) to increase access to psychotropic medications for undocumented and uninsured youth in Doña Ana County.

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities Include:

Approve the expenditure of funding on psychotropic medications for undocumented and uninsured youth in Dona Ana County.

VONM Responsibilities Include:

Ensure that FYI utilizes $12,000 to provide psychotropic medications, as prescribed within their organization, to youth residing in Doña Ana County who are ineligible for Medicaid or other insurance coverage.

Direct Families & Youth, Inc. to place these funds in an account solely for the purpose of purchasing medications for undocumented and uninsured youth.
Have FYI describe how these funds are tracked and utilized, documenting the medications purchased, their costs, and any remaining funds at the end of the reporting period (June 30, 2008).

Require the prescribing authorities working with Families & Youth, Inc. to identify youth who meet the criteria of being undocumented, uninsured, not Medicaid eligible or covered by other insurance and who are in need of psychotropic medications and to document the medications prescribed to each.

Access and maximize these funds by having FYI case management staff work with psychiatric professionals to identify eligible youth.

Payment

The SE shall make one payment of $12,000 to Families & Youth, Inc. by June 30, 2008.

The SE shall identify and account for these funds in the BHSD A-2 and B-3 financial spreadsheet reports and these funds shall be added to the total on the BHSD A-1 financial report.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
DATE: June 27, 2008

TO: Eddy Broadway, CEO
ValueOptions New Mexico
P.O. Box 30650
Albuquerque, New Mexico 87190

FROM: Linda Roebuck, CEO
Behavioral Health Purchasing Collaborative

RE: Letter of Direction # 47

This letter serves as a letter of direction related to the Statewide Behavioral Health Services Contract between Value Options Inc. and the State of New Mexico Interagency Behavioral Health Purchasing Collaborative under article 6.5. The Department of Health hereby authorizes $75,000 in FY09 for the purpose of providing respite services to families of children throughout New Mexico who are not eligible for Medicaid services, or who have Medicaid but are not participating in a Medicaid Waiver program and who meet criteria for the following target population:

Children and youth up to age twenty-one with an autism spectrum disorder who also have intense behavioral health needs and whose family/primary caregivers require temporary, short term relief in order to provide ongoing care, supervision, and support of the child or youth. The child or youth must live with their biological or adoptive parents or extended family members or CYFD foster parent(s). Eligibility for respite services will be determined based upon evidence of an autism spectrum disorder (ASD), and an assessment to establish the intensity of the child or youth’s needs.

In order to maximize the number of families who benefit from these services, no single family shall receive more than 100 hours of respite per year.

Subcontractors delivering respite services on behalf of Value Options must assure that respite workers have successfully passed a criminal background check. In addition, subcontractors must assure that respite workers serving this population have completed the following training:

- Characteristics of ASD and strategies for working with this population
- First Aid
- How to respond to emergencies
- Requirements for reporting abuse, neglect and exploitation
• Individual specific training for the child/youth served including unique needs, strengths and interests.

Reporting: Utilization reports shall be due to the designated DDSD Deputy Director on October 15, January 15, and May 15, 2009 (fiscal year to date) and July 15, 2009 (final fiscal year report) to include the following information:
  • Total number of families served per region
  • Average number of respite hours used per family
  • Total dollar amount expended
  • Description of any challenges to service delivery experienced and how these challenges are being addressed.

No more than 3% of the total amount may be used for administration of these services. The total amount of $75,000 shall be transferred to Value Options, upon invoice for use as described in this letter for FY09. The Department of Health will conduct a utilization review with Value Options (once the January 15th report has been received), and reserves the right to request the return of certain funds if it appears that Value Options will not be able to use the full amount of these services by the end of the fiscal year.
Date: 6/6/2008

To: Eddy Broadway, CEO
Value Options New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #48 - For FY 08 Budget Increase to the Forensic Evaluation Program

This Letter of Direction (LOD) to Value Options New Mexico (VONM) as the Statewide Entity (SE) directs VONM to increase the Forensic Evaluation Program FY2008 budget from $606,100 to $666,100. The additional funds are part of the Behavioral Health Service Division (BHSD) FY2008 Re-Investment funds that shall not re-occur in FY2009.

Purpose:

The additional funding shall pay for forensic evaluations completed in FY2008 as ordered by the court system beyond the scope established in the evaluators’ original FY2008 contract.

HSD/BHSD Responsibilities:

Will oversee movement of money from one account to another as necessary to prevent any account deficit.

VONM Responsibilities:

1. Shall pay forensic evaluators upon receipt of an appropriately completed invoice according to established rates for court ordered forensic evaluation services beyond the scope established in the original 2008 contracts in an amount not to exceed $60,000.
2. Shall utilize funds already received from BHSD and are identified on the VONM Ledger as unspent *BHSD Re-Investment*.

3. Shall immediately notify BHSD Program Manager of potential account imbalances so as to allow adequate time to transfer funds and preclude deficit accounts at the end of the fiscal year (June 30, 2008).

4. The SE shall identify and account for these funds and their distribution in BHSD 23 financial spread sheet and narrative reports.

Any questions regarding this LOD should be directed to Jay Crowe at 505-827-0591.
Date: July 8, 2008

To: Eddy Broadway, CEO
ValueOptions New Mexico

From: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #49
Susan’s Legacy

This Letter of Direction (LOD) to the Statewide Entity (SE) provides a scope of work for the provision of supported housing services to women with co-occurring disorders who are re-entering community life following criminal justice incarceration.

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities:

- Oversee the project; review the periodic reports and outcome measures.

ValueOptions Responsibilities:

- Contract with Susan’s Legacy for the provision of supported housing services to women with co-occurring disorders who are re-entering community life following criminal justice incarceration.

- Susan’s Legacy shall employ a community Housing Support Specialist who shall:
  
  o Create linkages to the community and its array of available services for residents.
  o Ensure access to available resources and eligible services.
  o Evaluate activities that increase protective factors against relapse.
  o Identify and minimize activities that place residents at risk for relapse.
- Increase resident participation in peer-developed and peer facilitated support activities.
- Integrate services within the behavioral health network administered by Value Options New Mexico.

**REPORTS & DELIVERABLES**

Susan’s Legacy shall provide monthly report to the Regional Director on the Community Housing Support specialist activities, including information on the number of clients served, services received and challenges encountered.

**Payment**

VO shall pay twelve monthly payments of $3,750 to Susan’s legacy for a total not to exceed $45,000. The SE shall utilize HSD/BHSD State General Funds within the 2009 SFY Budget-VONM Contract which are identified as “unallocated”.

The SE shall identify and account for these funds in the BHSD A-2 and B-3 financial spreadsheet reports and these funds shall be identified on the BHSD A-1 financial report.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
DATE: July 8, 2008

TO: Eddy Broadway, CEO
ValueOptions New Mexico

FROM: Linda Roebuck, CEO
Behavioral Health Purchasing Collaborative

RE: Letter of Direction # 50
Payment for providing more service encounters than were reimbursed for through the one-twelfth monthly draw. ($160,000)

This Letter of Direction (LOD) to the Statewide Entity (SE) authorizes the release of funding to four programs Rape Service of Central New Mexico (Albuquerque); Santa Fe Rape Crisis Center (Santa Fe); La Pinon (Las Cruces); and Communities Against Violence (Taos) to reimburse them for providing more encounters than they were paid for through the monthly draw as evidenced in ValueOptions New Mexico (VONM) monthly Medical Loss Ratio (MLR) Report.

Purpose:

This letter directs the role of ValueOptions as the single contracts and Joint Powers Agreements manager of statewide behavioral health services.

HSD/BHSD Responsibilities include:

- Authorize VONM to release a one-time amount of $160,000 to four programs ($50,000 paid to Rape Services of Central New Mexico, Santa Fe Rape Crisis and La Pinon and $10,000 to Communities Against Violence from unallocated funds in FY08 for providing more encounters then they were paid for through the monthly draw.
- Ensure that Rape Service of Central New Mexico (Albuquerque); Santa Fe Rape Crisis Center (Santa Fe); La Pinon (Las Cruces) each receive $50,000 and Communities Against Violence (Taos) receives $10,000.
- At this time there are no supplemental funds available in FY 2009.
ValueOptions Responsibilities include:

- Release $50,000 each to Rape Service of Central New Mexico (Albuquerque); Santa Fe Rape Crisis Center (Santa Fe); and La Pinon (Las Cruces); and $10,000 to Communities Against Violence (Taos) in a one time lump sum in FY08.

Payment:

The $160,000 in unallocated funding is already in VONM’s contract. Each of the four programs has already provided the services and is eligible to receive their individual allotment immediately. Revenues and expenditures should be accounted for in the BHSD A1, B2 and B3 financial spreadsheets.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
DATE: July 15, 2008

TO: Eddy Broadway, CEO
ValueOptions New Mexico

FROM: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #51
Systemic Co-Occurring Dual Disorder Sustainability Projects

This Letter of Direction (LOD) to the Statewide Entity (SE) provides direction on the methodology for implementation of Co-Occurring State Incentive Grant (COSIG) sustainability projects.

Purpose:

This letter directs the role of ValueOptions New Mexico (VONM) as the single Contracts and Joint Powers Agreements manager.

HSD/BHSD Responsibilities Include:

Oversee the project, review the findings and approve the deliverables prior to public presentation.

VONM Responsibilities Include:

1. VONM shall contract with the University of New Mexico (UNM) Office of Community Health – Health Extension Rural Offices (HERO) program to:
   A. Develop and implement regional/local training opportunities that include but are not limited to, co-occurring disorders/topics and presentations/discussions on recovery principles and practice.
   B. Support ongoing efforts and events that promote improved delivery of care for co-occurring disorders and recovery principles, and collaborative activities with primary care providers, psychiatry residents, and behavioral health agencies in rural communities. Efforts may include but not be limited to: support of Rural & Community Psychiatry Network of New Mexico, development and dissemination of curriculum/training for providers, consumers and families, and support of presentations and/or trainings given by leaders in the fields of co-occurring disorders and/or recovery.
C. Support the presentations/trainings by national leaders in the fields of co-occurring
disorders and/or recovery in New Mexico. These presentations and trainings may be
association with the National Association on Rural Mental Health Conference, June 2009:
Albuquerque, or other events that promote multi-disciplinary approaches for behavioral
health care.
D. Support clinical oversigh and coordination of training and presentation opportunities as
described in above items 1-3.
E. Support trainings that promote Native American Perspective on Healing to Address Co-
Occurring Disorders, A Traditional and Western Approach to Family Therapy, and A
Traditional and Western Approach to Clinical Supervision in Gallup, Farmington and
Albuquerque.
F. Payment shall be made to UNM Office of Community Health–Health Extension Rural
Offices upon contractually agreed schedules in the amounts not to exceed:
i) $25,000.00 - Direct Costs for Section I.A
ii) $40,000.00 - Direct Costs for Section I.B
iii) $10,909.00 - Direct Costs for Section I.C
iv) $15,000.00 - Direct Costs for Section I.D
v) $90,909.00 - Direct Costs for Section I.E
vi) $18,182.00 – UNM Finances & Administrative/Indirect Costs not to exceed 10% of
direct costs.

2. Contract Procurement and Management for the Jail Diversion Pilot: VONM shall function
as the contract manager in consultation with the Behavioral Health Collaborative Planning
Council-Adult Subcommittee in the selection of a qualified provider organization or
collaboration of organizations to development and implement a model pilot jail diversion
program in order to develop a new sustainable service component, or enhance/expand an
existing sustainable service component that provides a therapeutic alternative to incarceration
for adults who are in law enforcement custody for behaviors that are assessed to be primarily a
function of a co-occurring behavioral health disorder as opposed to criminal intent.

VONM shall include but not be limited to:
A. Conducting collaboration with the voting members of the Adult Subcommittee an open
and fair review process leading the selection of a qualified organization or collaboration of
organizations capable of design implementing, operating and evaluating a model Jail
Diversion Pilot project according to established standards.
B. Enter into a contract with the organization selected to secure their services so that the Jail
Diversion Pilot Project operations begin no later than October 1, 2008.
C. Ensure that within in the contractual documents there are clearly defined sanctions within
a failure to perform clause.
D. Ensure that the Jail Diversion Project Design includes the following components: 1) generates a sustainable product 2) serves a predominately adult population with co-
occurring disorders 3) has an evaluation component that identifies project outcomes and
the sustainable product 4) be vetted by the Local Collaborative as consistent with its
assessment of local needs and service plan 5) establishes or enhance linkages between
consumers & families; law enforcement; and, behavioral health providers.
E. Provide implementation oversight of the contractor to insure project operations occur
according to established benchmarks within an approved timeline established within the
contractual document.
F. Implement a Continuous Quality Improvement (CQI) process if operations implementation or accomplishment of benchmarks does not occur as planned which shall include but not limited to technical assistance (TA) in an approved practice or operations and subsequent in vivo review of TA outcomes with a written report of the in vivo review submitted to the Adult Subcommittee within 30 days.

G. Ensure the completion of a final evaluation report which clearly identifies the sustainable outcomes of the project by no later than December 31, 2009.

H. Ensure payment shall be made to the selected provider organization according to a contractually agreed schedule in the amount not to exceed $300,000.

3. **Required are the following project deliverables:**
   A. **University of New Mexico (UNM) Office of Community Health –Health Extension Rural Offices (HERO) program:**
      i. Completion and timely submission of quarterly detailed narrative summary reports of all regional and local training events, efforts and presentations which shall include but not be limited vis-à-vis co-occurring disorders to: training goals, objectives and expected outcomes; detailed lists of expenses for each discrete activity, event or effort; target audiences; copies of training attendance list; copies of training handouts, curriculum, power point presentations; videos; and/or, any other associated and relevant materials.
      ii. Completion and timely submission of a final report due no later than December 31, 2009 that details the systemic methodology; actual and expected specific sustainable outcomes; and, summary conclusion on the sustaining impact of training upon the co-occurring service system.

B. **Jail Diversion Project:**
   i. Submission of a monthly detailed summary reports that include but are not limited to: planned versus actual implementation against an established time line; expenditures; accomplished outcomes or benchmarks; barriers or threats; and, other areas as determined at the point of contract as individualized to the project plan.
   ii. Completion and timely submission of a final report due no later December 31, 2009 that includes specification of outcome and goal attainment; summary of operations for the year; notable successes; detailed specification of sustainable product; and, other areas as determined at the point contract that is individualized to the project plan.

**Payment**

The SE shall utilize HSD/BHSD federal Co-Occurring State Incentive Grant funds already allocated to VO in FY07 and FY08 but which have not been utilized and which are identified within VO reports as follows:

1. **Co-SIG Funds allocated to VONM in 2007 and not expended:**
   - Co-SIG Unallocated: $233,240
   - Co-SIG Unspent by Providers: $22,267
   - Co-SIG Unspent 0832: $191,841
   - Subtotal 2007 Co-SIG: $447,348

2. **Co-SIG Unallocated 2008**
   - $ 52,652

3. **Total FY200/2007 funds**
   - $500,000
The SE shall identify and account for these funds in the BHSD A-2 and B-3 financial spreadsheet reports and these funds shall be added to the total on the BHSD A-1 financial report.

Any questions regarding this LOD should be directed to Harrison Kinney at 827-2598.
DATE: July 17, 2008

TO: Eddy Broadway, CEO
    ValueOptions New Mexico

FROM: Linda Roebuck, CEO
       Behavioral Health Collaborative

RE: Letter of Direction # 52
    SFY 2009 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) 5, 6, and 8.

1) The SE shall ensure that a total not to exceed $578,391.00 is distributed to the agencies as detailed in the LC 5 FY09 TCA Plan budgets as follows:

   • Hobbs Municipal Schools shall receive a total, not to exceed, $71,670.00 in a monthly 1/12th draw for expenditures specified in their treatment component budget. The agency is to begin invoicing for these dollars August 2008.

   • Hobbs Municipal Schools shall receive a total, not to exceed, $150,821.00 in a monthly 1/12th draw for expenditures as specified in their prevention component budget. The prevention dollars are to be allocated as follows: $150,821.00 is to be allocated for Project Success. The agency is to begin invoicing for these dollars August 2008.

   • The Guidance Center of Lea County shall receive a total, not to exceed, $241,510.00 in a monthly 1/12th draw for treatment services as specified in their budget. The agency is to begin invoicing for these dollars August 2008.

   • 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, $114,390.00. Life Link shall invoice monthly for actual expenditures. The dollars shall be distributed by Life Link upon receipt of approved invoices for actual expenses and appropriate documentation from the LC 5 leadership team or...
its designee as follows: 1) a total not to exceed $43,000.00 is allocated to TCA administration and supplies as specified in their budget, 2) a total not to exceed $10,000 is allocated for CIT training as specified in their budget, 3) a total not to exceed $11,250.00 is allocated for transportation as specified in their budget, and a total not to exceed $41,400.00 is allocated for an environmental prevention strategy to be determined by the TCA Environmental Strategy Subcommittee. Life Link shall receive an 8% administration fee not to exceed $8,740.00. Life Link is to begin invoicing for these dollars beginning August 2008.

The SE shall contract with the agencies designated, for the services and target numbers indicated, in the LC 5 FY09 TCA plan. The SE shall ensure that the VONM Substance Abuse Prevention Director work with the LC 5 leadership to implement an environmental strategy in the targeted community. The SE shall provide a narrative document aggregating the data received from each agency which describes the activities and services provided with the funds. A copy of each invoice, expenditure sheet, and narrative document shall be provided, no less than monthly, to the Oversight Team documenting the date received from the agency. These documents are to be submitted to the State on the 15th of the month following the reporting month.

2) The SE shall ensure that a total not to exceed $599,956.00 is distributed to the agencies as detailed in the LC 6 FY09 TCA Plan budgets as follows:

- Hidalgo County shall serve as the fiscal agent for the TCA coordinator budget, the Botheel Youth Association TCA budget, the Sheriff’s Office TCA budget, and the Hidalgo County DWI TCA project budget. Hidalgo County shall receive a total, not to exceed, $148,240.00. Hidalgo County shall invoice monthly for actual expenditures. The dollars shall be distributed by Hidalgo County upon receipt of approved invoices for actual expenses and appropriate documentation from the LC 6 leadership team or its designee as follows: 1) a total not to exceed $51,360.00 is allocated to the TCA coordinator as specified in their budget, 2) a total not to exceed $42,120.00 is allocated to the Botheel Youth Association as specified in their budget, 3) a total not to exceed $37,037.00 is allocated to the Sheriff’s Office as specified in their budget, and 4) a total not to exceed $4,246.00 is allocated to the Hidalgo County DWI program as specified in their budget. Hidalgo County shall receive a 10% administration fee not to exceed $13,477.00. Hidalgo County is to begin invoicing for these dollars beginning August 2008.

- The 6th Judicial District Court Adult Drug Court Program shall receive a total, not to exceed, $98,674.00 in quarterly draw downs. The agency is to begin invoicing for these dollars beginning November 2008.

- Lordsburg Municipal Schools shall receive a total, not to exceed, $52,473.00 in a monthly 1/12th draw for expenses specified in their budget. The agency is to begin invoicing for these dollars August 2008.

- Lordsburg Police Department shall receive a total, not to exceed, $24,258.00 in a monthly 1/12th draw for expenses specified in their budget. The agency is to begin invoicing for these dollars August 2008.

- Border Area Mental Health Services, Inc. shall receive a total, not to exceed, $74,394.00 in a monthly 1/12th draw for expenses specified in their budget. The agency is to begin invoicing for these dollars August 2008.

- El Refugio Inc. shall receive a total, not to exceed, $37,934.00 in a monthly 1/12th draw for expenses specified in their budget. The agency is to begin
The Wellness Coalition shall receive a total, not to exceed, $20,824.00 in a monthly 1/12<sup>th</sup> draw for expenses specified in their budget. The agency is to begin invoicing for these dollars August 2008.

Hidalgo Medical Services shall receive a total, not to exceed, $143,159.00 in a monthly 1/12<sup>th</sup> draw for expenses specified in their budget. A total, not to exceed, $25,533.00 is allocated to Youth Power and a total, not to exceed, $117,626 is allocated to Fatherhood/CSW/SA. The agency is to begin invoicing for these dollars August 2008.

The SE shall contract with the agencies designated, for the services and target numbers indicated, in the LC 6 FY09 TCA plan. The SE shall ensure that the VONM Substance Abuse Prevention Director work with the LC 6 leadership and prevention providers to build capacity to implement evidence based prevention strategies in the targeted community. The SE shall provide a narrative document aggregating the data received from each agency which describes the activities and services provided with the funds. A copy of each invoice, expenditure sheet, and narrative document shall be provided, no less than monthly, to the Oversight Team documenting the date received from the agency. These documents are to be submitted to the State on the 15<sup>th</sup> of the month following the reporting month.

3) The SE shall ensure that $100,000.00 is distributed to the agencies as detailed in the LC 8 FY09 TCA plan budget as follows:

Service Organization for Youth, Inc. (SOY) shall receive a total, not to exceed, $85,000.00 in a monthly 1/12<sup>th</sup> draw for expenses specified in their budget. The agency is to begin invoicing for these dollars August 2008.

Tri-County Community Services shall receive a total, not to exceed, $5,500.00 in a monthly 1/12<sup>th</sup> draw for prevention services as specified in their budget. The agency is to begin invoicing for these dollars August 2008.

Youth Empowerment Services (YES) shall receive a total, not to exceed, $4,700.00 in a monthly 1/12<sup>th</sup> draw for prevention services as specified in their budget. The agency is to begin invoicing for these dollars August 2008.

Rocky Mountain Youth Corps shall receive a total, not to exceed, $4,800.00 in a monthly 1/12<sup>th</sup> draw for expenses specified in their budget to implement the Learning Lab. The agency is to begin invoicing for these dollars August 2008.

The SE shall contract with the agencies designated, for the services and target numbers indicated, in the LC 8 FY09 TCA plan. The SE shall ensure that the VONM Substance Abuse Prevention Director work with the LC 8 leadership and prevention providers to implement evidence based prevention strategies in the targeted community. The SE shall provide a narrative document aggregating the data received from each agency which describes the activities and services provided with the funds. A copy of each invoice, expenditure sheet, and narrative document shall be provided, no less than monthly, to the Oversight Team documenting the date received from the agency. These documents are to be submitted to the State on the 15<sup>th</sup> of the month following the reporting month.

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 substance abuse prevention reporting requirements. Prevention providers are to attend meetings as required by the VONM Substance Abuse Prevention Director.

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: July 17, 2008

TO: Eddy Broadway, CEO
ValueOptions New Mexico

FROM: Linda Roebuck, CEO
Behavioral Health Collaborative

RE: Letter of Direction #53
Allocating State General Funds to Build and Sustain a Continuum of Behavioral Health Services to address the Methamphetamine Problem in New Mexico.

This Letter of Direction (LOD) to Value Options New Mexico, as the Statewide Entity (SE), is to clarify how the plan for methamphetamine services is to be implemented in partnership with the New Mexico Human Services Department, Behavioral Health Services Division (HSD/BHSD).

Purpose

This letter directs the SE, to work in concert with HSD/BHSD in the operation and evolution of the comprehensive Methamphetamine Treatment Plan piloted in December, 2006. The goal of the Plan, as stated by the Executive and the Legislature, is stopping the growing methamphetamine problem in New Mexico by offering a continuum of services from prevention to recovery.

Total FY 2009 funding for these services is $3,287,188, minus $387,888 paid to the SE for administrative costs, leaving net funding of services at $2,899,300, also referred herein as the Allocation.

HSD/BHSD Responsibilities

1. Oversee, review and approve methamphetamine services and expenditures.
2. Provide consultation and guidance for the ongoing implementation of statewide methamphetamine services. Services are provided in the following communities:
   - Farmington
   - Shiprock
   - Hobbs
   - Carlsbad
   - Roswell
3. Actively participate in scheduled planning meetings.
4. Review monthly provider reports on the delivery of services
5. Track provider expenditures allocated for methamphetamine services.
6. Work in concert with the SE to track methamphetamine use trends, collect and disseminate best practices information, collect and analyze outcome data, and develop more sophisticated reporting mechanisms.

**VONM Responsibilities**

1. Shall establish and maintain a continuum of evidenced based behavioral health services to address the methamphetamine problem in New Mexico, using the $3,287,188.00 appropriated by HSD/BHSD for FY 2009.

2. Shall remove no more than 11.8% of Allocation for SE Administrative Fee - $387,888.

3. Shall see that $200,000 of the total appropriation is spent on evidence based methamphetamine prevention programs. VONM shall ensure prevention services are coordinated with the VONM Director of Substance Abuse Prevention Services. These dollars are to be distributed as follows:
   - Border Area Mental Health Services – $75,000.00 (Deming and Silver City)
   - San Juan County Partnership - $125,000.00

4. Shall insure the two (2) Mobile Crisis Teams are funded at $343,158.00 each:
   - Bernalillo County Methamphetamine Response Team
   - Dona Ana County, Southwest Counseling Mobile Crisis Response Team

5. Shall distribute the balance of the Allocation to the providers in the communities identified by the Governor and the New Mexico State Legislature in 2006. These funds shall support evidence based treatment practices, including tradition healing practices, assessment and treatment of co-occurring disorders and aftercare services:
   - Border Area Mental Health Services - $549,849 (Deming and Silver City)
   - Carlsbad Mental Health Center - $381,944.00 (Carlsbad)
   - Counseling Associates, Inc. - $152,698.00 (Roswell)
   - Guidance Center of Lea County - $112,139.00 (Hobbs)
   - Presbyterian Medical Services - $438,268 (Farmington)
   - Navajo Department of Behavioral Health Services - $77,823 (Shiprock)
   - San Juan County Jail Based Treatment and Intensive Outpatient Program – $300,263

6. Shall submit to BHSD the array of services provided with these funds by each of the providers cited above. This document shall be submitted to BHSD by close of business on August 15, 2008.

7. Shall provide BHSD with a monthly report, due on the 15th of the month following the reporting month, documenting the number of unduplicated adults, who have methamphetamine problems, assessed and treated over the previous month. The treatment environments and evidence based practices will be named in the report. The two programs receiving prevention funding shall document monthly prevention activities, noting how many and who participated in the activities (e.g. 19 middle-school students, 23 chamber of commerce members, etc).

8. Shall include an invoice with the monthly report, itemizing all provider services, including incentives.
9. Shall provide all the above programs with training and technical assistance (TA) as necessary. A record of all trainings and TA will be made available to BHSD upon request.

10. Shall insure methamphetamine services are delivered to clients not enrolled in Access to Recovery (ATR) II.

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 LOD should be directed to Jay Crowe at 505-827-0591.