

**School Mental Health Support FY09 Continuation Application**  
**Phone Conference**  
**March 12, 2009**  
**2 p.m.**

Kelly Rauscher will be the grant administrator for these continuation awards at the IL State Board of Education.

Completed grant applications must be received no later than 4:00 p.m. on March 31, 2009.

Illinois State Board of Education  
Special Education and Support Services  
100 North First Street  
Springfield, Illinois 62777-0001

Funding for FY09 is at the same level as FY07. In other words, the amount you were allocated in FY07 is the amount you are eligible for in FY09. The grant period is May 1, 2009 – June 30, 2010. There will be some overlap between grant periods for the second and third year so plan accordingly and it is expected that accounts and books are kept separately for each fiscal year.

Continued funding will be based on the following:

Project has been implemented in accordance with the approved grant agreement from year two and that the proposed plan aligns with the expectations of this grant.

The Expected Deliverables for FY09, Year Three

Activities under this grant in year three shall be in accordance with Part 555 Rules (<http://www.isbe.net/rules/archive/pdfs/555ARK.pdf>) and further enhance a coordinated, collaborative student mental health support system that integrates with community mental health agencies to meet the early intervention mental health needs of students within their district and school.

School districts shall complete the following activities during year three (FY09).

1. School districts and participating schools will continue to assess existing protocols and structures for meeting the early intervention mental health needs of students on an on-going basis and make appropriate modifications when necessary. School districts will continue to provide school-based and/or school-linked community-based services by a qualified mental health professional.

All protocols and procedures will adhere to Illinois laws pertaining to parental consent and confidentiality. Information gathered will not become a part of the child's school record (for information about confidentiality requirements, please refer to the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2043&ChapAct=740%26nbsp%3BI>

LCS%26nbsp%3B110%2F&ChapterID=57&ChapterName=CIVIL+LIABILITIES&Act Name=Mental+Health+and+Developmental+Disabilities+Confidentiality+Act%2E).

2. School districts will continue to assure that all services provided are coordinated with other community based service systems and providers by:

- Utilizing a team approach, including school staff, community providers, and the students and their families, building upon existing collaborations and coordinates with existing mental health support programs and structures (e.g., PBIS and SEL initiatives);
- Implementing interagency protocols and formal working agreements, especially with community mental health providers, Local Area Networks (LANS) and other relevant community providers;
- Providing services in natural settings, such as the school, youth-serving agencies or family home;

School districts will update working agreements (as needed) with community mental health agencies to reflect any changes to the services provided.

There has been some confusion between an interagency protocol and a formal working agreement that reads like a contract for services. Please indicate specifically what you are referring to throughout all documentation.

We also ask that you submit to ISBE any sub-grants that you have as a result of this funding. If you have any formal working agreements/partnership agreements (include mission, vision, etc.) that get updated please submit those as well.

3. School districts will continue to reduce mental health stigma within the school community by:

- Conducting events for the school faculty, student and his or her family to increase awareness regarding the impact of mental illness, the efficacy of mental health treatment, and the importance of early identification;
- Identifying cultural and community-specific mental health beliefs and strategies to reduce stigma at the local level; and
- Promoting student leadership and peer support to address mental health stigma within the school and district.

4. School districts will send team members to quarterly regional meetings in their area.

5. School districts will develop a sustainability plan that addresses how early intervention protocols and practices will interface and/or integrate with other three tier

models (e.g., RtI, PBIS, etc.) that are currently implemented in their schools. The plan should also address how community partnerships will continue and describe how resources will be obtained to continue the work of this grant.

6. Grant recipients will be required to submit quarterly reports to ISBE that reflect progress toward meeting the requirements set forth in this application. School districts will also be expected to participate in data collection activities for evaluation purposes.

#### Fiscal Information

Allowable expenditures include:

- Staffing costs for service provision (district staff or by contractual);
- Staff time for project coordination, evaluation and reporting;
- Travel;
- Staff development;
- Meetings, public and school awareness activities, and student leadership activities;
- Purchasing research-based curricula or programs related to specific interventions pertaining to this grant; and
- Stigma reduction materials and activities (e.g. social marketing, newsletters, posters, presenters, etc.)

School districts are encouraged to subcontract with local community mental health providers for some or all of the services provided through this grant program. Supplanting (See Appendix A for definition) is **not allowed**.

#### Completing the Continuation Application

All applicants will be required to complete the Continuation Application Form Attachment 1. If you submitted a joint application in the first year, you must also complete Attachment 1A for continued funds.

All questions regarding FY08 expected deliverables must be addressed on Attachment 2. If for some reason you require additional space, please include a separate sheet that clearly labels which questions you are addressing and place it after the page it corresponds to.

All questions regarding activities in year 3 (FY09) must be addressed on Attachment 3. Again, if more space is required, please include a separate sheet that clearly labels which questions you are addressing and place it after the page it corresponds to. Attach a plan that indicates which activities will support each objective. Plans should indicate the duration of the activity, the responsible person for completing each activity, and all resources needed to accomplish the activity.

Please refer to Appendix A when completing Attachment 4 (the Budget Summary and Payment Schedule) and Attachment 5 (the Budget Summary Breakdown). The Budget Summary Breakdown requires an explanation of each expenditure amount. To be honest, most issues occur with the budget pages. Use formulas in your explanation (e.g. 2 mtgs.

in Spfld x \$.485/mile x 85 miles = \$82.45) and double check your math. Make sure program and budget content matches. For additional information, we will post a link to ISBE's Fiscal Requirements and Procedures on our website where the application is posted. We will also email a sample budget in the very near future with common and appropriate functions and objects used under this program.

On Attachment 4 (Budget Payment Schedule), there is a payment schedule off to the far. Although all of the cells are open, all of the funds need to be disbursed from ISBE by August and the payment schedule should reflect that. May, June, July and August should be the only cells that you use. This does not mean you have to spend all of your money by August it just means that ISBE has to voucher all of the payments to the grantees by August as a result of these being FY09 dollars.

Complete Attachment 6 (Certifications and Assurances, and Standard Terms of the Grant) and Attachment 7, (Program-Specific Terms).

#### Amendments

Amendments may be submitted for approval at any time but no later than 30 days prior to the ending of the grant period. Amendments need to be submitted when the scope of the program is expected to change, (e.g., adding a new component) or when the expected expenditures exceed the allowed variance (typically 20% or over \$1,000 per cell, whichever is greater).

#### Review Process

Once the completed applications have been received we will send out a letter of receipt around April 6<sup>th</sup> via the email addresses listed on the application (Attachment 1). We will begin contacting districts around April 17<sup>th</sup>.

#### Technical Assistance

For additional technical assistance, please contact Kelly Rauscher at 217-782-5589 or via email at: [krausche@isbe.net](mailto:krausche@isbe.net).

#### Question and Answer

1. Is there any chance this grant will be available after year 3? We will be posting a new RFP for this project for FY10. If there is a sufficient appropriation, the grant period will be (July 1, 2009 - June 30, 2010). Although current grantees may apply, it will be a competitive process. Existing grantees should note that the FY09 (year 3) and the FY10 grant period for the new cohort would significantly overlap. If existing grantees choose to apply for FY10 funds, they should take into consideration their ability to expand services, not supplant, etc. This may be very difficult to demonstrate in smaller school districts.
2. When will this RFP be posted and when will it be on the ISBE website? It is not yet on the website because it is still undergoing final revisions. We are hoping to have this posted within the next couple of weeks.