



SANDHILLS CENTER

Managing Mental Health, Intellectual/Developmental Disabilities and Substance Abuse Services
910-673-9111 (FAX) 910-673-6202 www.sandhillscenter.org Victoria Whitt, CEO

Internal Technical Assistance for Network Monitoring November 2018

Below is a listing of quarterly coverage dates along with documentation that will need to be submitted by Federal Block Grant Providers (FBG) to Sandhills Center. Additions may be made to the Plan to accommodate the needs of our Network Monitoring Department in its monitoring efforts.

Quarterly Coverage Dates

1st Quarter (July 1, 2018-September 30, 2018)

2nd Quarter (October 1, 2018 – December 31, 2018)

3rd Quarter (January 1, 2019- March 31, 2019)

ALL Federal Block Grant Providers:

Due January 31, 2019

Providers to submit a copy of their respective policies and procedures that indicates that their agency is a drug-free workplace. Providers please ensure the policy reflects your agency name, effective/approval date and review date.

** Please note Federal Block Grant Providers have 30 days to submit any updated policies in the event of a revision.**

Community Mental Health Services Block Grant Program Providers:

Due January 31, 2019

Providers to submit documentation that supports how you have respectively demonstrated the following requirements during the 1st and 2nd quarters of 2018-2019:

- Evidence that identifies the community needs assessment for the provider's catchment area (such as GAP analysis) and evidence of community mental health funds are used to support the needs of those individuals.
- Evidence of community mental health funds are used to provide access to services to underserved populations, including homeless persons, rural populations and older adults.

- Please provide 3 client charts for review per Block Grant service provided.

February 2019

Federal Block Grant Readiness review completed by the Network Monitoring Department

Due April 28, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 3rd quarter of 2018-2019:

P.O. Box 9, West End, NC 27376
24-Hour Access to Care Line: 800-256-2452
TTY: 1-866-518-6778 or 711
Serving Anson, Guilford, Harnett, Hoke, Lee, Montgomery,
Moore, Randolph & Richmond Counties





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Policy that demonstrates assuring access to mental health services for individuals with SMI or SED are not deterred by the individual's inability to pay. Providers please ensure the policy reflects your agency name, effective/approval date and review date.

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24-Hour Access to Care Line: 800-256-2452
TTY: 1-866-518-6778 or 711
Serving Anson, Guilford, Harnett, Hoke, Lee, Montgomery,
Moore, Randolph & Richmond Counties



PREVENTION Program Providers:

Due January 31, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 1st and 2nd quarters of 2018-2019:

- Evidence of community- based processes that include organizing, planning, and enhancing efficiency and effectiveness in service implementation, inter-agency collaboration, coalition building and networking through interaction with other stakeholders. Evidence from one or more of the following activities and strategies must be submitted:
 1. Documentation of organizing and planning of service implementation.
 2. Documentation of multi-agency collaboration and networking and/or coalition building (e.g. attendance at meetings and/or work groups).
 3. Documentation of planning or delivery of community and/or volunteer training (e.g. neighborhood action training).
 4. Documentation of systemic planning (e.g. following the steps of the Strategic Prevention Framework-assessment, capacity, planning, implementation and evaluation with cultural competence and sustainability planning).
 5. Documentation of activities to increase access to services and funding (e.g. helping groups to obtain grant funding etc.).

February 2019

Federal Block Grant Readiness review completed by the Network Monitoring Department

Due April 28, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 3rd quarter of 2018-2019:

- Evidence of activities that target environmental strategies that utilize purposeful promotional strategies to change knowledge, attitudes, behavior or policy in a specific, intended audience via marketing and advertising techniques. Examples for the following to be submitted:
 1. Documentation of a Division-sponsored or approved Communication Campaign training (e.g. training certificate and/or training materials).
 2. Documentation of support and/or participation from those community sectors that are responsible for providing access to the target audience.
 3. Documentation of collected baseline survey data from a representative sample of the target audience.
 4. Documentation of at least one objective using the baseline data collected from the target audience. Each objective should specify the direction of change (increase or decrease), specify focus of change, identify the specific target audience, and be measurable from the data sources.
 5. Documentation that campaign materials are disseminated using a minimum of two message distribution sources (e.g. posters and newsletters, journals etc).
 6. Documentation that messages are distributed through sources that are popular and credible with the target population.
 7. Documentation that campaign materials are released at least once every six weeks.
 8. Documentation that data is collected at least once every 2 years to assist in the refinement of campaign messages and measure progress toward the achievement of objectives.
 9. Documentation that messages are distributed using supplemental methods (e.g. contests, promotional materials etc.) at least once every 3 months.
 10. The campaign materials do not include moral or fear appeals and do not focus on the long-term risks and harm associated with alcohol, tobacco or other drug use (ATOD) use.

11. Documentation of feedback collected about campaign messages and materials from a representative sample of the target audience.

SAPTBG- CASAWORKS Program Providers:

Due January 31, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 1st and 2nd quarters of 2018-2019:

- Evidence of the Economic Self-Sufficiency Plan (ESSP) (or PCP, if ESSP is not used) is reviewed on at least a monthly basis for the 1st quarter.
 - Evidence of the Economic Self-Sufficiency Plan (ESSP) (or PCP, if ESSP is not used) is reviewed on at least a monthly basis for the 2nd quarter.
 - Evidence that Child Mental Health Intervention elements of the CASAWORKS for Families Model have been implemented. (Agency should provide evidence to ensure the elements for child mental health have been implemented. Elements of child mental health interventions may include, but not limited to , screening and assessment of mental health needs psychologically, socially and emotionally, parenting, child welfare and child advocacy.)
- Please provide 3 client charts for review per Block Grant service provided.

February 2019

Federal Block Grant Readiness review completed by the Network Monitoring Department

Due April 28, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 3rd quarter of 2018-2019:

- A current list of advisory group members for the Families Residential Program Project.
- Documentation of advisory group meetings. This evidence can be, but not limited to, meeting minutes, notes, meeting agenda, sign in/out sheets, email etc.

SAPTBG- IV Drug Program Providers:

Due January 31, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 1st and 2nd quarters of 2018-2019:

- Evidence of an active outreach program directed towards individuals with a Substance Use Disorder who uses drugs intravenously. Reliable methods should include the following, but are not limited to:
 - 1) Selecting, training and supervising outreach workers;
 - 2) Contacting, communicating and following up with high risk substance abusers, their associates, and neighborhood residents, with the constraints of Federal and State confidentiality requirements;
 - 3) Promoting awareness among injecting drug abusers about the relationship between injecting drug abuse and communicable diseases such as HIV;
 - 4) Recommended steps that can be taken to ensure the HIV transmission does not occur; and
 - 5) Encouraging entry into treatment.

- Please provide 3 client charts for review per Block Grant service provided.

February 2019

Federal Block Grant Readiness review completed by the Network Monitoring Department

Due April 28, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 3rd quarter of 2018-2019:

- Evidence of priority admission provided to individuals with a Substance Use Disorder who uses drugs intravenously. Documentation to be submitted should cover the 3rd quarter that verifies the agency has a method in place to ensure intravenous drug user's requests for services are handled expediently, within the established timeframes per Federal guidelines.

SAPTBG- Women's Set-Aside Program Providers:

Due January 31, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 1st and 2nd quarters of 2018-2019:

- Written program description for pregnant women and women with dependent children that provides gender specific substance use disorder treatment. (A written method to ensure the provision or arrangement for specific treatment programs for women that address substance use and other issues that are observed and discussed during the assessment and/or while in treatment).
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- Please provide 3 client charts for review per Block Grant service provided.

February 2019

Federal Block Grant Readiness review completed by the Network Monitoring Department

Due April 28, 2019

Providers to submit documentation that supports how they have respectively demonstrated the following requirements during the 3rd quarter of 2018-2019:

- Evidence of an active outreach program directed towards pregnant women and women with dependent children who are involved in substance use. (Documentation of activities and methods the provider utilizes to promote the awareness of the services the agencies provides for pregnant women. Outreach activities should provide linkage to support services for women and their children which are essential for successful treatment.) Possible outreach examples: Minutes from community collaborative; provider fairs; health fairs; advertisements and fliers.

Work First Providers:

Due January 18, 2019

Work First providers to submit FY18-19 2nd quarter report.

Please provide 3 client charts for review per Block Grant service provided.

February 2019

Federal Block Grant Readiness review completed by the Network Monitoring Department

Due April 18, 2019

Work First providers to submit FY18-19 3rd quarter report.

Due July 17, 2019

Work First providers to submit FY18-19 4th quarter report.

JJSAMHP-Juvenile Justice Substance Abuse Mental Health Partnership

February 2019

Federal Block Grant Readiness Record review completed by Network Monitoring Department

Due January 31, 2019

Please provide 3 client charts for review per Block Grant service provided. These records should contain an approved comprehensive evidence-based assessment tool, NC TOPPS completed within required timeframe if applicable, Authorizations to Release Information, evidence of participation in the initial Child and Family Team Meeting, Service Plan, and evidence of activity within the 5 JJSAMHP Domains.

Questions related to Federal Block Grants and information requested under this Plan should be submitted by the FBG Providers to: karenke@sandhillscenter.org.

Providers for your convenience we have included the link to The North Carolina Division of Mental Health, Developmental Disabilities and Substance Abuse Services (DMH/DD/SAS) audit website:
<http://www.ncdhhs.gov/divisions/mhddsas/LME-MCO/audit>