

**NUMBER**

17-32-13

**DATE**

April 24, 2017

**OF INTEREST TO**

County Directors

Social Services Supervisors and  
Staff

Fiscal Supervisors

**ACTION/DUE DATE**Please review and note changes  
for 2017.**EXPIRATION DATE**

April 24, 2019

## CY2017 Mental Health Grant Fiscal Reporting Information

**TOPIC**

CY2017 Mental Health Grants Fiscal Reporting Information

**PURPOSE**

Provide county agencies with overall summary of mental health grant reporting requirements.

**CONTACT**

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Chief Financial Officer

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## Introduction

This bulletin is an overall guide to fiscal reporting of both adult and children's mental health (MH) grants awarded by DHS. It includes the general fiscal reporting requirements for ongoing MH grants. In addition to these general requirements, there may be additional program and fiscal reporting requirements specified in the grant award letters or contracts. Please check the grant award letters or contracts for any specific reporting requirements.

For one-time grant awards, fiscal reporting requirements will be provided in the grant award letter, contract, or a subsequent letter from DHS.

## Change Summary

In an attempt to standardize the awarding, reporting, and reimbursement processes across agencies, several changes have occurred since this Bulletin was last published in 2013:

- The concept of 'integrated reporting' has been discontinued. Each award now has a unique 2895 for reporting.
- For CY2017, DHS has started issuing some of these grants using contracts that cover a 2 year period rather than single-year award letters.
- Discontinued/New/Renamed Awards:
  - Grant numbers 4, 10, and 14 ended in 2015 and are no longer available.
  - Grant number 2 (PATH) and grant number 13 (Housing with Support) are to be managed using the EGMS system beginning in 2017.
  - Beginning in CY2017, Child Crisis (#7), Adult Crisis (#8) and Tribal Crisis (#9) grants have been merged into a single grant (Crisis Services) and is to be reported using 2895 #17.
- Allocation amounts have been finalized.
  - See Attachment A: CY2017 Mental Health Grants - Allocation Table
- With the elimination and merging of grants, eligible BRASS codes have changed.
  - see Attachment B: CY2017 Mental Health Grants - 2895 Reporting Grid

## Legal Reference

Minnesota Statutes, section 245.4835

## Action Required

Please review and use in preparing Calendar Year (CY) 2017 BRASS-Based Fiscal Reports (DHS-2895).

## 2017 Mental Health Grants Allocation Table

Attachment A provides a fiscal summary of the 2017 Mental Health Grants. Please note that these summaries include only those mental health grants accounted for in the Social Service Fund. See DHS Bulletin No.15-32-07 *Instructions for Completing the Social Service Fund Report, Form (DHS-2556)* dated June 19, 2015 for further information on what is included in the Social Service Fund.

Please review the fiscal summaries of each grant your agency receives. Fiscal information for each grant is shown in a separate column.

Note: In some cases, eligible BRASS service codes are limited by your approved grant application budget.

## BRASS-Based Grant Fiscal Report (DHS-2895)

The DHS-2895 is used for fiscal reporting of most Mental Health (MH) grants. Since the beginning of CY 2014, the reporting of form 2895 information to DHS is done on a web-based system. Each Agency has its own Agency-specific website address for the 2895. The website also has instructions for completing the 2895. DHS notifies each agency of their website address in an e-mail the first day of a new quarter indicating that the DHS-2895's are available for the just-completed quarter.

Starting with CY 2016, each award has its own 2895. With this one-to-one relationship and the elimination of integrated reporting, each agency should now report each grant the same way. We expect this to improve the accuracy of reporting and reduce the time required to tabulate the reported amounts and issue the corresponding payment.

Grants that are managed by a Regional Adult Mental Health Initiative (AMHI) or some other fiscal host should be reported by the host only – member agencies are to report their figures to that host.

Starting in CY2017, Grant #2 (PATH/Homeless) and Grant #13 (Housing with Support) will not be using the 2895 system. The expenditure reporting and payment processes will be managed using DHS' Electronic Grants Management System ('EGMS'). If feasible, others may move to that system in 2018 and beyond.

Expenditures reported on the 2895 must be reported as the net amount of any MA or any other revenues. Do not include the following:

- expenditures funded from sources other than the Grant; or
- expenditures billed to Medical Assistance (MA).

The total expenditures reported on the 2895's for a particular calendar year should not exceed the related Grant amount for that calendar year.

See Attachment A: CY2017 Mental Health Grants - Allocation Table

See Attachment B: CY2017 Mental Health Grants - 2895 Reporting Grid

*Note that 2895 numbers 4, 10, and 14 ended in 2015 and are no longer available.*

*Note that PATH (#2) and Housing with Support (#13) are to be managed using the EGMS system beginning in 2017. 2895 numbers 2 and 13 will remain available only for revising a CY2016 report.*

*Note that beginning in CY2017, Child Crisis (#7), Adult Crisis (#8) and Tribal Crisis (#9) grants have been merged into a single grant (Crisis Services) and is to be reported using 2895 #17. 2895 numbers 7, 8, and 9 will remain available in 2017 only for revising a 2016 report.*

## **Mental Health Grant Updates**

Grant award letters and contracts for CY 2017 have been sent to all agencies in January and February of 2017. A table of the awarded amounts is attached to this document.

See Attachment A: CY 2017 Mental Health Grants - Allocation Table

While the attachment is believed accurate as of March 15, 2017, agencies should regard their award letters or contracts as the most up-to-date information relating to their grants. Also note that amendments to grant awards or contracts may be sent throughout the calendar year.

In conforming to existing policy, the underspent amount of a state funded grant for a particular calendar year will not be carried forward and re-awarded in either the following or subsequent calendar years. The AMHI and CSP grants are issued via a contract covering a two year period – unspent amounts at the end of that two year period will not be carried forward beyond that two year period.

### **Grant #1 AMHI**

In 2015, AMH Initiative (AMHI) amounts were reported on either 2895 #1, #4, or #10. In CY2017, all agencies are to use 2895 #1 only, and only for the AMH Initiative portion of the grants received.

Invoice Field Code:

State: 74.ADULTMH SYSIN59.XXXX.STATE

## **Grant #2 PATH**

Starting in calendar year 2017, the State is contracting directly with providers for the services that had previously been managed under the Projects for Assistance in Transition from Homelessness (PATH) grant. Invoices and payments for the contracts with providers will be managed outside of the 2895 system using the State's Electronic Grants Management System (EGMS). 2895 #2 will be available only for revising 2016 amounts.

Invoice Field Code prior to CY2017:

State: 74.MHHOMELESGRS30.XXXX.STATE

Federal: 74.PATHHOMELSMH30.XXXX.93150

## **Grant #3 CSP**

In 2017, all Community Support Program (CSP) related expenditures are to be reported on 2895 #3.

Minnesota Statutes, section 256E.12, subdivisions 2 and 3<sup>WEE(1)</sup> require that '*...A county a grant under this section shall finance at least ten percent of the cost ...*' and '*...grants under this section ... finance up to 90 percent of each county's costs ...*'. This means that agencies should be reporting only 90% of their costs for reimbursement. DHS will be reimbursing 100% of the reported amount up to the award limit. After the year is over, there will be a review of compliance using actual costs extracted from SEAGR reports and comparing that to reimbursed costs. Reimbursements should not exceed 90% of actual costs.

Payment Code:

State: 74.ADLTMHR78CSP25.XXXX.STATE

## **Grant #4 AMH Integrated (discontinued)**

Integrated reporting has been discontinued. This 2895 (#4) is no longer available.

## **Grant #5 CMH Screening**

In 2017, all CMH Screening related expenditures are to be reported on 2895 #5. 'Integrated reporting' was discontinued at the end of calendar year 2015.

Invoice Field Code:

State: 74.CMHSCREENING63.XXXX.STATE

## **Grant #6 CMH Respite**

In 2017, all CMH Respite related expenditures are to be reported on 2895 #6.

Invoice Field Code:

State: 74.CMHRESPICARE63.XXXX.STATE

## **Grants #7, #8, #9 Child, Adult, and Tribal Crisis**

These 3 grants have been merged into a single grant starting in 2017 (see #17, Crisis Services).

2895s #7, #8, and #9 will be available only for revising 2016 amounts.

Grant #7 Invoice Field Code: (CY16 and prior)

State: 74.CMHMOBCRISIS63.XXXX.STATE

Federal: 74.MHBGMOBLCRCH60.XXXX.93958

Grant #8 Invoice Field Code: (CY16 and prior)

State: 74.MHCRISISGRNT30.XXXX.STATE

Grant #9 Invoice Field Code: (CY16 and prior)

State: 74.TRIBALCRISIS59.XXXX.STATE

## **Grant #10 Adult Mental Health Initiative - Regional (discontinued – see grant #1)**

Reporting for the AMH Regional Initiative grant moved to Grant #1 beginning in 2016. This 2895 (#10) is no longer available.

## **Grant #11 Moose Lake Alternative**

Starting in 2016, funding for the Moose Lake Alternative grant is being managed separately from the AMH Initiative grant. Moose Lake Alternative related expenditures are to be reported on 2895 #11.

Invoice Field Code:

State: 74.AMHMOOSELAKE59.XXXX.STATE

### **Grant #12 Transition to Community**

In 2017, all Transition to Community related expenditures are to be reported on 2895 #12.

Invoice Field Code:

State: 74.TRNSCOMMINIT32.XXXX.STATE

### **Grant #13 Housing with Support**

Beginning in CY2017, all Housing with Supports related expenditures are to be reported using EGMS. 2895 #13 will be available only for revising 2016 amounts.

Invoice Field Code (2016 and prior):

State: 74.AMHHOUSUPPRT31.XXXX.STATE

### **Grant #14 Children & Adult MH Crisis Response Service (discontinued)**

This grant was discontinued at the end of 2015. This 2895 (#14) is no longer available.

### **Grant #15 Mankato Crisis Center**

Beginning in 2016, Mankato Crisis Center related expenditures are to be reported on 2895 #15.

Invoice Field Code:

State: 74.AMHMKNCRSCTR59.XXXX.STATE

### **Grant #16 ACT Startup**

Beginning in 2016, ACT Startup-related expenditures are to be reported on 2895 #16.

Invoice Field Code:

State: 74.AMHACTSTRUP59.XXXX.STATE

## **Grant #17 Crisis Services**

Starting in 2017, Crisis Services is a new grant (#17). This new grant is a merge of the prior Children's, Adult and Tribal Crisis grants. The allowable BRASS codes on the Crisis Services grant reflect all that were available for the prior Children's, Adult and Tribal Crisis grants. There is no separate award for Children or Adult – the amount awarded can be distributed between the two as needed.

Because of SACWIS requirements that individual data is reported on for child welfare services provided through counties, the expenditures reported need to be correctly reported in the appropriate BRASS service code for the service – Children's or Adult. Please continue to report using the existing BRASS codes.

Invoice Field Code:

State: 74.MHCRISISGRNT30.XXXX.STATE

## **Grant #18 CART**

Starting in 2017, the Community Alternative Response Team (CART) expenditures are to be reported on their own 2895. This award is totally funded by the Federal Mental Health block grant – CFDA 93.958.

Invoice Field Code:

Fed: 74.MHBGCARTFUND62.XXXX.93958

## **QUESTIONS**

Please direct questions regarding this bulletin to Craig Beske via phone at (651) 431-3780 or via email to: [craig.beske@state.mn.us](mailto:craig.beske@state.mn.us)

## **AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY**

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.



CY2017 Mental Health Grants  
Allocations as of 3/1/17

	Grant 1	Grant 3	Grant 5	Grant 6	Grant 11	Grant 12	Grant 15	Grant 16	Grant 17	Grant 18
Agency Name	AMHI	CSP	CMH Screening	CMH Respite	Moose Lake Alternative	Transition to Community	Mankato Crisis Center	ACT Startup (prelim)	Crisis Services	CART
Invoice Field Code →	74.ADLTMHSYSIN59. (State)	74.ADLTMHR78CSP25. (State)	74.CMHSCREENING63. (State)	74.CMHRESPICARE63. (State)	74.AMHMOOSELAKE59. (State)	74.TRNSCOMMUNIT32. (State)	74.AMHMNKCRSCTR59. (State)	74.AMHACTSTRTUP59. (State)	74.MHCRISISGRNT30. (State)	74.MHBGCARTFUND62. (Fed CFDA 93.958)
Aitkin		55,418	28,408							
Anoka	765,075	615,721	152,737	50,000					363,920	
Becker		96,809	41,109	30,000					370,000	
Beltrami		226,413	28,743	30,000		173,000				
Benton		61,125	23,395	40,000						
Big Stone		56,340	6,016	10,000						
Blue Earth		330,223	18,716							
Brown		39,499	20,721							
Carlton		388,502	14,706	30,000	127,361					
Carver	319,933	161,922	49,798						1,182,405	
Cass		103,439	48,796	20,000						
Chippewa		55,733	15,040							
Chisago		189,468	5,347	40,000	114,880					
Clay		261,582	48,127	50,000					879,000	
Clearwater		45,634	5,013							
Cook		51,975	1,003	10,000	19,065					
Crow Wing		223,449	32,419	29,950						
Dakota	482,776	736,508	177,135	60,000		65,000			294,790	
Douglas		62,136	7,019	5,000						
Fillmore		51,786	18,716	10,000						
Freeborn		49,221	42,780							
Goodhue		190,750	69,851	25,000						
Grant		36,865	4,679	17,500						
Hennepin	5,809,267	3,633,586	1,209,198	200,000		651,000		53,500	742,840	690,000
Houston		77,507	3,676	19,000						
Hubbard		68,622	6,350	20,000						
Isanti		70,061	23,395	35,000	119,162					
Itasca		384,809	252,334		252,049	10,243			200,000	
Kanabec		51,559	8,690	5,000	72,832					
Kandiyohi		307,910	47,793	25,000					650,000	
Kittson			4,345							
Koochiching		62,070	3,008		108,335					
Lac Qui Parle		57,357	2,005	10,000						
Lake		81,374	4,345		36,422					
Lake of the Woods		50,735	4,011							
Le Sueur		61,006	33,422							
Mahnomen			1,671							
Marshall			13,034							
McLeod		111,680	50,801	70,000						
Meeker		79,782	2,340							
Mille Lacs		50,376	58,154	15,412	94,845					
Morrison		329,747	27,072	40,000						
Mower		278,127	24,732							
Nicollet		92,992	11,029							
Nobles		123,691	29,745							
Norman			8,021							
Olmsted		713,888	385,018	50,000						
Otter Tail		227,341	66,843	23,070						

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Pennington		50,933	4,679							
Pine		160,121	17,379	15,500	110,612					
Polk			32,419							
Pope		37,906	5,013	20,000						
Ramsey	4,466,053	5,225,392	229,941	52,500		6,585			811,942	
Red Lake			6,350							
Renville		69,520	10,695							
Rice		132,786	13,034	200,000					848,370	
Roseau		51,551	10,027							
St Louis		798,197	136,026		1,642,682	7,380				
Scott	228,859	163,569	43,782	20,000						
Sherburne		138,449	47,125	40,000						
Sibley		49,141	9,358							
Stearns		278,335	69,851							
Stevens		53,611	3,342	20,000						
Swift		56,018	21,724	20,000						
Todd		76,418	3,008	20,000						
Traverse		56,040	3,342	10,000						
Wabasha		78,938	14,371	19,000						
Wadena		126,427	16,377	20,000						
Washington	604,982	476,431	57,820	60,000					152,780	
Watonwan		37,507	2,005							
Wilkin		47,010	334	10,000						
Winona		250,458	2,340	36,000						
Wright		189,321	70,186	50,000						
Yellow Medicine		52,760	48,462	15,000						
<b><u>ALLIANCES</u></b>										
DVHHS		164,888	18,716	10,000					372,898	
Faribault/Martin (FMCHS)		86,945	42,780							
MnPrairie		137,357	82,552	80,000						
SWHHS		325,451	96,255	70,000					394,384	
<b><u>REGIONS</u></b>										
Region NW8 (aka Polk AMHI)	1,453,914	431,080		103,296					880,590	
Region 2 (aka Beltrami AMHI)	595,725								530,710	
Region 3 North (aka Lake AMHI)	1,643,272								1,038,759	
BCOW (Otter Tail)	1,181,263									
Region 5+ (Crow Wing)	1,236,491								708,770	
Region 7E (Isanti)	1,203,431								485,750	
Region 4S (Grant)	664,642								538,200	
CommUNITY (Benton)	1,249,432							53,500	832,540	
Region SW18 ('DVHHS' / Cottonwood)	2,229,288									
SCCBI (Blue Earth)	4,210,082						600,000		600,000	
CREST (Olmsted)	2,297,954								919,780	
	30,642,439	20,807,298	4,260,599	1,861,228	2,698,245	913,208	600,000	107,000	13,798,428	690,000

## 2017 Mental Health Grants

### 2895 Reporting Grid - Eligible BRASS Codes

	Report via 2895 # ->	Grant 1	Grant 3	Grant 5	Grant 6	Grant 11	Grant 12	Grant 15	Grant 16	Grant 17	Grant 18
BRASS	Service	AMHI	CSP	CMH Screening	CMH Respite	Moose Lake Alternative	Transition to Community	Mankato Crisis Center	ACT Startup	Crisis Services	CART
	Invoice Field Code ->	74.ADLTMHYSIN59. (State)	74.ADLTMHR78CSP25. (State)	74.CMHSCREENING63. (State)	74.CMHRESPICARE63. (State)	74.AMHMOOSELAKE59. (State)	74.TRNSCOMMUNIT32. (State)	74.AMHMKNKCRSCTR59. (State)	74.AMHACTSTRTP59. (State)	74.MHCRISISGRNT30. (State)	74.MHBGCARTFUND62. 93958 (Federal)
111	Mental Health Screening	--	--	111	--	--	--	--	--	--	--
197	Local Collab. Undiff.	--	--	197	--	--	--	--	--	--	--
401	Info/Referral	--	--	401	--	--	--	401	--	--	--
402	Education/Prevention	402	402	402	--	402	402	402	--	--	--
403	Client Outreach	403	403	--	--	403	--	--	--	--	--
404	Client Outreach	--	--	404	--	--	--	--	--	--	--
405	Child Assessment	--	--	405	--	--	--	--	--	--	--
407	Early ID/Inter.	--	--	407	--	--	--	--	--	--	--
408	Adult Assessment	408	408	--	--	408	--	--	--	--	--
416	Transport.	416	416	416	416	416	416	416	--	416	--
418	Client Flex Funds	418	418	--	--	418	418	418	--	--	--
420	Peer Support	420	420	--	--	420	420	420	--	--	--
430	FCSS	--	--	430	--	--	--	--	--	--	--
431	Crisis Assessment	431	431	--	--	431	--	431	--	431	--
432	CMH Crisis	--	--	--	--	--	--	--	--	432	--
434	Other CSP	434	434	--	--	434	434	--	--	--	--
436	Crisis Stabilization	436	436	--	--	436	--	436	--	436	--
437	Supportive Employment	437	437	--	--	437	--	--	--	--	--
438	ACT	438	438	--	--	438	438	--	438	--	--
443	Housing Subsidy	443	443	--	--	443	443	--	--	--	--
446	Basic Liv./Social	446	446	--	--	446	446	--	--	--	--
451	Emerg. Response	451	451	451	--	451	451	451	--	--	--
452	Outpat. Psychotherapy	452	452	--	--	452	452	--	--	--	--
453	Outpat. Psychotherapy	--	--	453	--	--	--	--	--	--	--
454	Adult Medication Mgmt.	454	454	--	--	454	454	454	--	--	--
455	Child Medication Mgmt.	--	--	455	--	--	--	--	--	--	--
457	Child Family Psychoeducation	--	--	457	--	--	--	--	--	--	--
458	Approved Pilot Projects	--	--	--	--	--	458	--	--	--	--
462	Family Based Serv.	--	--	462	--	--	--	--	--	--	--
467	Child Day Treatment	--	--	467	--	--	--	--	--	--	--
468	Adult Day Treatment	468	468	--	--	468	--	--	--	--	--
469	Partial Hospitalization	469	469	--	--	469	--	--	--	--	--
474	Adult Res. Trtmnt.	474	474	--	--	474	474	--	--	--	--
489	Child Respite	--	--	489	489	--	--	--	--	--	--
490	Child Rule 79 Case Mgt.	--	--	490	--	--	--	--	--	--	--
491	Adult Rule 79 Case Mgt.	491	491	--	--	491	491	--	--	--	491
493	Adult Gen. Case Mgt.	493	493	--	--	493	--	--	--	--	493
624	Home-Based Support Serv.	--	--	--	--	--	624	--	--	--	--
634	Semi-Independent Living	--	--	--	--	--	634	--	--	--	--
641	Environmental Accessibility	--	--	--	--	--	641	--	--	--	--
644	Housing Services	--	--	--	--	--	644	--	--	--	--
647	Independent Living Skills	--	--	--	--	--	647	--	--	--	--
681	Adult Foster Care	--	--	--	--	--	681	--	--	--	--
689	Respite Care	--	--	--	--	--	689	--	--	--	--
691	AC/EW/CAC/CADI/CI Case Mgt.	--	--	--	--	--	691	--	--	--	--

changes CY16 to CY17

Grant 2 deleted - PATH to be managed via EGMS

Grants 7,8,9 deleted - Adult, Children's &amp; Tribal Crisis now merged as Grant 17

Grant 12 Transition - added BRASS 420

Grant 13 deleted - Housing with Support to be managed via EGMS

Grant 17 added: Crisis Services - is a merge of CY16 Child, Adult, and Tribal Crisis grants

Grant 18 added CART (Hennepin Co)