



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: May 19, 2011  
Subject: JFO #2496, #2497, #2498, #2499, #2500, #2503

No Joint Fiscal Committee member has requested that the following items be held for review:

**JFO #2496** — \$500,000 grant from the U.S. Department of Justice to the Vermont Department for Children and Families. These funds will be used to support 12 youth delinquency prevention programs.

*[JFO received 4/06/11]*

**JFO #2497** — \$345,100 grant from the University of Massachusetts to the Vermont Department for Disabilities, Aging and Independent Living. These funds will be used to implement a Social Security Administration demonstration project to determine if enhanced work incentives result in increased employment outcomes for Social Security Disability Insurance beneficiaries. **This grant includes establishment of three limited service positions.**

*[JFO received 4/06/11]*

**JFO #2498** — \$220,480 grant from the National Association of State Mental Health Program Directors to the Vermont Department of Mental Health. These funds will be used to create an Evidence-Based Practices Cooperative to support the adoption of evidence-based practices within the state's community mental health system. **An existing position will be used in lieu of requesting a new limited service position.**

*[JFO received 4/06/11]*

**JFO #2499** — \$103,000 grant from the National Association of State Mental Health Program Directors to the Vermont Department of Mental Health. These funds will be used to develop Supported Employment Champions within a Designated Agency's Community Rehabilitation Treatment Program.

*[JFO received 4/06/11]*

**JFO #2500** — \$150,000 grant from the U.S. Department of Education to the Vermont Department of Education. These funds will be used to establish a State Literacy Team that will develop a literacy plan for Vermont.

*[JFO received 4/06/11]*

**JFO #2503** — \$13,168,350 grant from the U.S. Department of the Treasury to the Vermont Economic Development Authority. These funds will be used to allow VEDA to subsidize commercial loans in order to lower the cost of borrowing to Vermont businesses. This funding will support the following programs: Financial Access Program, Commercial Loan Participation Program, Technology Loan Participation Program, and Small Business loan Program.

*[JFO received 5/2/11]*

The Governor's approval may now be considered final. Please inform the Secretary of Administration and your staff of this action.

cc: Dave Yacovone, Commissioner  
Susan Wehry, Commissioner  
Christine Oliver, Commissioner  
Armando Vilaseca, Commissioner  
Lawrence Miller, Secretary



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: April 22, 2011  
Subject: Grant Requests

Enclosed please find seven (7) items that the Joint Fiscal Office has received from the administration, including one fee approval request. Six limited service position requests are associated with these items.

**JFO #2496** — \$500,000 grant from the U.S. Department of Justice to the Vermont Department for Children and Families. These funds will be used to support 12 youth delinquency prevention programs.

*[JFO received 4/06/11]*

**JFO #2497** — \$345,100 grant from the University of Massachusetts to the Vermont Department for Disabilities, Aging and Independent Living. These funds will be used to implement a Social Security Administration demonstration project to determine if enhanced work incentives result in increased employment outcomes for Social Security Disability Insurance beneficiaries. **This grant includes establishment of three limited service positions.**

*[JFO received 4/06/11]*

**JFO #2498** — \$220,480 grant from the National Association of State Mental Health Program Directors to the Vermont Department of Mental Health. These funds will be used to create an Evidence-Based Practices Cooperative to support the adoption of evidence-based practices within the state's community mental health system. **An existing position will be used in lieu of requesting a new limited service position.**

*[JFO received 4/06/11]*

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*[JFO received 4/06/11]*

**JFO #2500** — \$150,000 grant from the U.S. Department of Education to the Vermont Department of Education. These funds will be used to establish a State Literacy Team that will develop a literacy plan for Vermont.

*[JFO received 4/06/11]*

**JFO #2501** — \$1,000,000 grant from the U.S. Department of Health and Human Services to the Vermont Agency of Human Services. These funds will be used to study the feasibility of coordinating Medicare and Medicaid payment and services for dual eligible recipients. **This grant includes establishment of three limited service positions. Expedited review of this item has been requested. Joint Fiscal Committee members will be contacted by May 6 with a request to waive the remainder of the review period and approve the acceptance of this item.**

*[JFO received 4/20/11]*

**JFO #2502** — Request to establish at 2% fee for each permit purchased on-line with a credit card. Joint Fiscal Committee approval of this fee request is required in accordance with 22 V.S.A. § 953 (c)(2).

*[JFO received 4/22/11]*

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by May 6 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: Dave Yacovone, Commissioner  
Susan Wehry, Commissioner  
Christine Oliver, Commissioner  
Armando Vilaseca, Commissioner  
Doug Racine, Secretary  
Chuck Ross, Secretary

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

JPO 2499

DATE: April 1, 2011

DEPARTMENT: Mental Health

GRANT/DONATION (brief description and purpose): The federal Health & Human Services Department is providing funds to Vermont in order to assist people with developmental disabilities acquire employment. The state Mental Health department will use these funds to provide staff training to it various designated agencies on evidence-based supported employment programs.

GRANTOR/DONOR: Substance Abuse and Mental Health Services Administration

GRANT PERIOD: 01/01/11-09/30/11

AMOUNT/VALUE: \$103,000

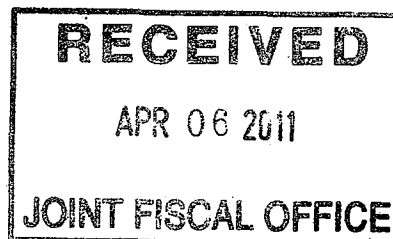
POSITIONS REQUESTED (LIMITED SERVICE): None.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: No.

COMMENTS:

DEPT. FINANCE AND MANAGEMENT:  
SECRETARY OF ADMINISTRATION:  
SENT TO JOINT FISCAL OFFICE:

(INITIAL) [Signature] 4/5/11  
(INITIAL) [Signature] 04/05/11  
(DATE) 4/6/11





44

State of Vermont

Agency of Human Services

Department of Mental Health  
108 Cherry Street, PO Box 70  
Burlington, VT 05402-0070  
[healthvermont.gov/mh](http://healthvermont.gov/mh)

[phone] 802-652-2000  
[Legal] 802-657-4310  
[fax] 802-652-2005  
[tty] 800-253-0191

To: Shirley Dow, AHS  
From: Bill Snyder, DMH Financial Manager *BS*  
Re: AA-1 for Employment Development Initiative (EDI)  
Date: March 21, 2011

I am enclosing the necessary documents to request approval for spending authority for funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) and its Center for Mental Health Services (CMHS) Employment Development Initiative (EDI). The funds provide modest awards to nine States. Please note that funding through this initiative will be provided through a fixed price contract between the Department of Mental Health (DMH) and the National Association of State Mental Health Program Directors (NASMHPD). We are enclosing the letter from SAMHSA to the Mental Health Commissioner announcing the funding to Vermont, the original application for funding, and the AA-1 form.

The CFDA number for the contract between SAMHSA and NASMHPD is 93.243

Please let me know when the AA-1 has been signed by the Secretary and the packet is on its way to Budget and Management in Montpelier.

If you have any questions, please contact me at 241-4033 or Laura Flint at 241-4022.



REC'D MAR 31 2011

**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

<b>BASIC GRANT INFORMATION</b>			
<b>1. Agency:</b>	Human Services		
<b>2. Department:</b>	Mental Health		
<b>3. Program:</b>	Adult Mental Health		
<b>4. Legal Title of Grant:</b>	Employment Development Initiative (EDI)		
<b>5. Federal Catalog #:</b>	N/A		
<b>6. Grant/Donor Name and Address:</b> National Association of State Mental Health Program Directors, Alexandria, Virginia			
<b>7. Grant Period:</b>	<b>From:</b>	1/1/2011	<b>To:</b> 9/30/2011
<b>8. Purpose of Grant:</b> The overall goal of the grant is to increase the degree to which a Designated Agency's Community Rehabilitation and Treatment (CRT) Program's non-employment staff 1) increase support for and knowledge of evidence-based supported employment (SE) programming among their colleagues and 2) strengthen the integration of mental health/substance abuse treatment and SE services. The Vermont Department of Mental Health will work with each Designated Agency's Community Rehabilitation and Treatment (CRT) program to develop Supported Employment Champions (SEC's) among CRT's non-employment workforce (e.g. case managers).  DMH will sponsor monthly Training and Consultation meetings of the SEC's including: <ul style="list-style-type: none"> <li>• Workshops on understanding Medicaid/SSI/SSDI benefits</li> <li>• Training and role-playing</li> <li>• Consultation and networking with other SEC's</li> <li>• Training on the use of motivational techniques</li> <li>• Consultation</li> </ul>			
<b>9. Impact on existing program if grant is not Accepted:</b> none			

<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13 and beyond</b>	
<b>Expenditures:</b>				
Personal Services	\$12,333	\$6,167	\$	
Operating Expenses	\$3,000	\$1,500	\$	
Grants	\$53,333	\$26,667	\$	
<b>Total</b>	<b>\$68,666</b>	<b>\$34,334</b>	<b>\$0</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$0	\$0	
Federal Funds:	\$68,666	\$34,334	\$	
(Direct Costs)	\$66,333	\$33,167	\$0	
(Statewide Indirect)	\$6	\$4	\$	
(Departmental Indirect)	\$2,327	\$1,163	\$	

**REC'D MAR 31 2011**

**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

Other Funds:	\$	\$	\$
Grant (source )	\$	\$	\$
<b>Total</b>	\$68,666	\$34,334	\$0

<b>Appropriation No:</b>	3150070000	<b>Amount:</b>	\$103,000
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$103,000

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Christine Oliver Agreed by: CMO (initial)


12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

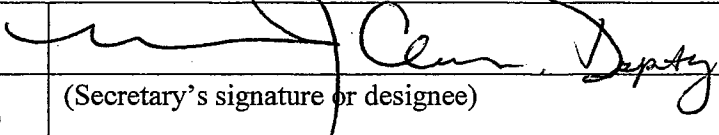
**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u>Christine M Oliver</u>	Date: <u>3/25/11</u>
	Title: <u>Commissioner</u>	
	Signature: <u>Patrick Flood</u>	Date: <u>3/28/11</u>
	Title: <u>Deputy Secretary</u>	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted		
<input type="checkbox"/> Rejected	(Governor's signature)	Date: <u>4/5/11</u>

**15. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Check One Box: Request to JFO		Date: <u>5/4/05/11</u>
<input type="checkbox"/> Information to JFO	(Secretary's signature or designee)	Date:

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**



**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input checked="" type="checkbox"/> Grant (Project) Timeline (if applicable)
<input checked="" type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input checked="" type="checkbox"/> Grant Budget	

End Form AA-1

**Vermont Department of Mental Health**

Supporting Schedule for Employment Development Initiative as of March 23, 2011

Item	Total Amount of Funding for Subcontract	Amount in AA-1 budget for SFY 2011	Amount in AA-1 budget for SFY 2012
Training for SE Leaders (\$2,500/day plus expenses times 6 days)	\$15,000	\$10,000	\$5,000
Monthly Meetings of Designated Agency Supported Employment Leaders (\$500/meeting times 9 meetings)	\$4,500	\$3,000	\$1,500
Incentive Payments to Designated Agencies (\$8,000/agency times 10 agencies)	\$80,000	\$53,333	\$26,667
<b>Total Direct Costs</b>	<b>\$99,500</b>	<b>\$66,333</b>	<b>\$33,167</b>
<b>Total Indirect Costs - 3.4%</b>	<b>\$3,500</b>	<b>\$2,333</b>	<b>\$1,167</b>
<b>Total Costs</b>	<b>\$103,000</b>	<b>\$68,666</b>	<b>\$34,334</b>

**Allocation factor**

Total months of contract 9

Number of months FY 11 6

Amount used in FY 11 67%

JAN 24 2011

Dear State Mental Health Commissioners:

At a time in which individuals with mental and substance use disorders are struggling financially in their efforts toward recovery, innovative approaches to assist with their employment needs are essential. With the national unemployment rate remaining virtually unchanged and the unemployment rate of persons with severe mental illness remaining extraordinarily high, up to 90% in some estimates, employment and supported employment services remain critical as an integral part of the recovery process. The creation of employment opportunities is important to maintaining quality of life for persons with mental health and substance use disorders in the community. Jobs represent keys to recovery, independence and less reliance upon some traditional and often more costly strategies that can stifle individual growth and result in further dependence.

Americans report heightened levels of stress and anxiety during financial downturns. During times of recession and high unemployment mental health problems become more prevalent and can be related to increases in binge drinking and substance use. This increased need correspondingly places additional demands on providers as they experience budget cuts that result in forced reductions in service. Recessions also place significant emotional strain on families, as evidenced historically by increases in family violence during times of economic turmoil, as well as increased confrontations with the criminal justice system.

### **Employment Development Initiative (EDI)**

*Special Initiative for State Mental Health Authorities (SMHAs) to Address the Impact of the Economic Downturn through Employment Development*

#### **Purpose of the Initiative**

In an effort to assist State Mental Health Authorities, in close collaboration with Single State Authorities, in planning and implementing activities to foster increased employment opportunities for people with mental health and/or substance use disorders, the Substance Abuse and Mental Health Services Administration (SAMHSA) and its Center for Mental Health Services (CMHS) created the Employment Development Initiative (EDI).

This initiative provides, on a competitive basis, modest funding awards in the form of fixed-price subcontracts between the Contractor, the National Association of State Mental Health Program Directors (NASMHPD), and the States, Territories and District of Columbia. For FY 2011, CMHS is making awards averaging \$103,000 to nine (9) States. In addition, each awardee will receive two consultant technical assistance visits coordinated and paid through the Contractor's portion of the project.

Applications were judged on the following criteria:

- Demonstrating ongoing significant collaborative efforts with SSAs;
- Identifying and adopting best/evidenced-based practices in order to maintain and/or enhance supported employment programs which will increase employment opportunities for people with mental illness and substance abuse disorders;
- Maintaining program integrity through multi-agency collaboration and by engaging performance management tools;
- Identifying appropriate performance measures and anticipating and reporting on plan outcomes;
- Involving consumers and families in the development and implementation of the initiative.

It is with pride that SAMHSA/CMHS announces the first nine (9) Employment Development Initiative Awardees for Fiscal Year 2011:

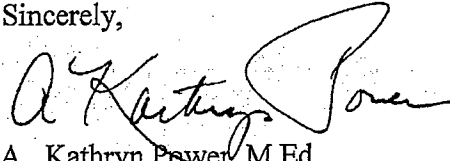
1. **Alabama** – Statewide Needs Assessment, cross systems Employment Advisory Council and Development of a detailed Strategic Plan
2. **Connecticut** – Self-Employment Training and Start-Up Grants
3. **Georgia** – Peer Supported Employment (SE)
4. **Missouri** – Consumer Operated SE
5. **New Hampshire** – Co-Occurring SE and Interagency Collaboration
6. **New Jersey** – Whole Health Barriers to Employment
7. **New York** – Guidebook unifying clinical, rehabilitation and vocational services under one licensing entity
8. **Vermont** – SE Champions
9. **Wisconsin** – Rural SE and Peer Support

SAMHSA recognizes these initiatives as exemplary in their embodiment of the creativity of thought and models of innovation that will serve all stakeholders in the challenges that lie before us in health care reform. In these difficult economic times the leveraging of modest resources and building on proven methodologies, resulting in a sustainable effort with clear performance outcomes will lead the way in our progress toward integrated and efficient behavioral health systems.

In line with these objectives, the outcomes of these nine (and future) initiatives will be provided to SAMHSA and in turn will be made available as viable alternatives, models and resources to all the States, Territories and District of Columbia.

Congratulations to the EDI Awardees!

Sincerely,

A handwritten signature in black ink, appearing to read "A. Kathryn Power". The signature is fluid and cursive, with a large, sweeping flourish at the end.

A. Kathryn Power, M.Ed.

Director

Center for Mental Health Services

**Application for:**

**Special Initiative for State Mental Health Authorities to  
Address the Impact of the Economic Downturn through  
Employment Development**

**Vermont Department of Mental Health**

## I. Initiative Description and Projected Budget

The Vermont Department of Mental Health (DMH), in collaboration with the Vermont Division of Vocational Rehabilitation (DVR), proposes to enhance the use of evidence-based Supported Employment (SE) for adults with serious mental illness at Vermont's ten Designated Community Mental Health Agencies (DA's). DMH will use NASMHPD grant funds to increase the degree to which non-employment staff (e.g. case managers) support and refer their clients to SE services and increase integration of SE programming within these teams. These activities will result in a significant increase in 1) the number of referrals from case managers to SE services, 2) the number of DA consumers receiving SE services, and 3) the number of DA consumers who achieve competitive employment.

**Background:** Vermont has been working to implement and sustain evidence-based SE programming for adults with serious mental illness in each of the state's ten DA's since 1999. Despite an initial increase in employment outcomes after the implementation phase, Vermont has witnessed a steady decline in outcomes over time, particularly during the last few years. In addition, the percentage of clients receiving SE services has not significantly increased over the last decade despite the availability of SE at each DA. Through the use of SE Fidelity Assessments and discussions with DA staff, DMH has determined that this trend is due in part to reluctance among non-employment staff (e.g. case managers) to refer their clients to SE services. A significant portion of DA staff express reluctance to encourage competitive employment based on fears that their client is not "ready" for employment and that the "stress" of employment will serve as a barrier to their client's recovery, rather than viewing employment as a *path for their clients to achieve recovery*. In addition, many staff worry about their clients losing Medicaid and SSI/SSDI benefits once employed. Based on recent SE fidelity assessments and the completion of the State Health Authority Yardstick assessment on SE, DMH has also determined that achieving a high level of focus on SE is often difficult for DA's. DA's consistently score poorly on the SE fidelity measures of "agency focus on employment" and "zero exclusion," which indicates that agencies are not placing a priority on SE, and potential consumers of SE are being excluded from participating.

**Initiative Proposal:** Through this initiative, DMH will work with each DA to create *Supported Employment Champions* (SEC's) among the agency's *non-employment workforce* (e.g. case managers). These SEC's will be responsible for enhancing integration of non-employment and SE programming and increasing support for and knowledge of SE among non-employment staff. DMH will support the development of DA SEC's through a combination of *Incentive Payments* and *Training and Consultation*. DMH will offer an *Incentive payment* of \$8,000 to any DA that agrees to participate in this initiative and develop 1-2 SEC's among their non-employment staff. To receive an incentive payment, participating DA's must commit to the following:

- 1) Identify 1-2 non-employment staff who will become *SEC's*,
- 2) Allow their SEC's to participate in monthly training and consultation meetings with other DA SEC's from around the state,
- 3) Provide DA support of their SEC's efforts to educate non-employment staff, increase integration of SE and other treatment services, and increase the number of referrals to the DA SE program,

- 4) Collect and provide relevant data to demonstrate an increase in the number of referrals and number of clients receiving supported employment services,
- 5) Develop an agency sustainability plan prior to the conclusion of the grant.

Once SEC's have been identified by participating DA's, DMH will sponsor monthly *Training and Consultation* meetings of the SEC's (via existing video conferencing technology) to support their local efforts. The content of these meetings will include:

- Workshops on understanding Medicaid/SSI/SSDI benefits and how clients can work without losing their benefits;
- Training and role-playing on how to improve non-employment staff attitudes and knowledge regarding the positive role of employment in recovery;
- Consultation and networking with other SEC's on different ways to increase their program's emphasis on SE in team meetings/case consultations/supervision groups;
- Training on the use of motivational techniques to talk with clients about employment;
- Consultation on how non-employment staff can support clients participating in SE;
- Consultation on methods for increasing the integration of employment and treatment services and how to increase the agency's focus on employment.

Following each monthly meeting, SEC's will be expected to share and apply the content of the monthly meetings with their DA co-workers. SEC's will:

- Conduct staff surveys on perceived barriers to employment for their clients;
- Host monthly in-house informational meetings, training workshops, and discussions regarding: 1) how clients can work and maintain their benefits, 2) the role of employment in recovery, 3) how to increase integration of SE staff and treatment teams, 4) how to talk with clients about employment using motivation interventions;
- Work with employment staff to track and report on referrals to SE services;
- Identify programmatic-level barriers to integration of SE with other treatment services and initiate problem-solving with program leaders to address these barriers;
- Encourage other staff to discuss possible employment goals for their clients during treatment team meetings and peer-supervision.

*Consumer Involvement:* This proposal was developed with the support and involvement of multiple stakeholders, including: 1) Vermont's state-level advisory body for mental health SE implementation (the State SE Leadership Committee), which includes a peer SE staff, peer advocates, and family members), 2) DMH's state-level consumer and family advisory board, and 3) the Quarterly meeting of the DA SE program leaders, which includes peer staff and family members. If funded, this initiative will be overseen by the State SE Leadership Committee, which includes consumer and family representation. Consumers and families members will also be used as part of the SEC training to share personal stories of how employment supported their recovery.

*Tracking and Demonstrating Outcomes:* DMH anticipates that this initiative will result in an increase in: 1) the number of referrals from case managers to SE services, 2) the number of adults with serious mental illness receiving evidence-based SE services, and 3) the number of individuals with serious mental illness who achieve competitive employment. At the start of the grant, DA SEC's will work with their SE Program leaders to monitor the number of referrals to their SE program (this data is already



collected by the DA SE Programs). This data will be collected at the 1<sup>st</sup>, 4<sup>th</sup> and 8<sup>th</sup> month of implementation to determine if referrals increase. DVR will also provide data at the start and end of the initiative on the number of new DA clients who have cases opened at DVR, which routinely occurs once DA clients become engaged in SE services. Through the DMH Performance Indicator Project (PIP), DMH has the capacity to collect and measure the number of DA consumers receiving SE services and their employment status. DMH will produce reports at the beginning and end of the initiative, as well as six months following the grant period, to determine if improvements were achieved in these two areas. As part of this reporting, DMH will also analyze the number of DA consumers newly engaged in SE services. This report will provide evidence that non-employment staff are encouraging more of their clients to work.

*Other State Resources and Sustainability:* DMH and DVR will have a number of additional resources available to support this initiative and ensure sustainability of system improvements. DMH currently employs a full-time State SE Coordinator (Laura Flint - see section III) who works closely with DVR and the DA's to improve SE services, and, as described above, Vermont already has an established state-level SE Leadership Committee (DMH will invite Vermont's SSA to join the committee to ensure coordination). Both of these resources will be available to coordinate activities and ensure SEC's are supported in their work following the initial 9 months of the grant. In support of this grant application, DVR has also committed to provide: 1) training for case managers around benefits and work incentives using DVR regional benefits counselors, and 2) \$20,000 to support sustainability efforts when grant funding has ended. The Project Coordinator (Laura Flint) will work with the SEC's over the last three months of the grant to determine the best use of the DVR funding to support sustainability. At the conclusion of grant funding, each DA will also develop a sustainability plan with support from DMH and DVR. Regular PIP reports (see above) will continue to measure the number of individuals receiving SE services and number employed, and DA's will be asked to measure the number of new referrals to SE each quarter.

*Replication of the Vermont Model:* This initiative will develop and test a model that other states can use to improve the degree to which *non-employment* staff support employment of their clients. Based on discussions with the Dartmouth Psychiatric Research Center (PRC), this model does not currently exist. Laura Flint and Jerry Wood, the state DVR SE Coordinator, will review the implementation of this initiative at the SE Program Leaders Quarterly meetings and will identify/develop best practices. They will also work with the State SE Leadership Committee to develop a model for ongoing implementation. This model will be shared with the PRC and the 13 member states of the Johnson and Johnson – Dartmouth SE Initiative.

Proposed Budget

Incentive Payments to Designated Agencies (\$8,000/agency X 10 agencies)	\$ 80,000
Monthly Meetings of DA Supported Employment Leaders (\$500/meeting X 9 meetings)	\$ 4,500
Training for SE Leaders (\$2500/day (includes expenses) X 6 days)	\$ 15,000
Indirect: 3.4%	\$ 3,500
<b>Total</b>	<b>\$103,000</b>

## **II. Proposed Timeline**

### December 2010

- Develop and distribute recruitment letter to identify SEC's at each DA
- Develop schedule for monthly meetings of SEC's

### January 2010

- Finalize Fixed Price Contract with NASMHPD
- Select SEC's and provide initial training/orientation
- Send initial incentive payment (\$2,000) to participating DA's
- Collect baseline data on number of referrals to SE, number of DVR cases opened, percentage of clients receiving employment services and percentage employed

### February 2011

- Host monthly training/consultation meeting for SEC's
  - Training topics: Role of employment in recovery and benefits training
- Assist SEC's with conducting staff and consumer surveys to determine perceived barriers to employment

### March

- Host monthly training/consultation meeting for SEC's
  - Training topic: Motivational techniques
- SEC's begin monthly DA in-house workshops/team discussions regarding employment

### April 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: How to work without losing benefits
- SEC's provides in-house workshop and team discussions on employment

### May 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: Increasing level of integration of employment
- Collect and analyze data on number of referrals to SE
- SE Champion provides in-house workshop and team discussions on employment

### June 2011

- Host monthly training/consultation meeting for SEC's (benefits training)
- SE Champion provides in-house workshop and team discussions on employment

### July 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: Increasing agency focus on employment
- SE Champion provides in-house workshop and team discussions on employment

### August 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: How to support working clients and benefits issues
- Collect and analyze data on number of referrals to SE
- SEC's develop and finalize sustainability plan
- Send final incentive payments (\$6,000) to DA's for participation in grant activities

### September 2011

- Complete final data analysis (number of new referrals, PIP employment data)
- Final report submitted to NASMHPD

### **III. Initiative Coordinator**

Laura Flint, MSW  
Dartmouth PRC Supported Employment Coordinator  
Department of Mental Health  
103 South Main Street  
Waterbury, VT 05671  
802-241-2601  
802-241-4004 (fax)  
[Laura.flint@ahs.state.vt.us](mailto:Laura.flint@ahs.state.vt.us)

Laura Flint works with the Vermont Department of Mental Health as the Supported Employment Coordinator and is the designated trainer and consultant for the Johnson & Johnson – Dartmouth Community Mental Health Program in Vermont. Laura has been working in the field of supported employment with people who have psychiatric disabilities for over 15 years. She has experience overseeing program implementation statewide through her work with the Dartmouth Psychiatric Research Center. She collaborates effectively with various state and local agencies on a daily basis. She has provided trainings on supported employment nationally and internationally. She presently serves on the board of the Vermont Association for Persons in Supported Employment (APSE). Laura is highly motivated and committed to overseeing the initiative in order to improve employment opportunities to those served in Vermont's community mental health centers.

### **III. Fixed-Priced Contract**

The Department of Mental Health will use a relatively simple process for establishing a fixed price contract with NASHMPD. There will be two steps required to establish the contract:

- 1) review of the proposed NASHMPD contract by the Department of Mental Health's Legal Unit
- 2) review and signature by the Commissioner

DMH anticipates it will take no longer than 3 weeks to review and sign the fixed price contract.

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

JPO 2499

DATE: April 1, 2011

DEPARTMENT: Mental Health

GRANT/DONATION (brief description and purpose): The federal Health & Human Services Department is providing funds to Vermont in order to assist people with developmental disabilities acquire employment. The state Mental Health department will use these funds to provide staff training to it various designated agencies on evidence-based supported employment programs.

GRANTOR/DONOR: Substance Abuse and Mental Health Services Administration

GRANT PERIOD: 01/01/11-09/30/11

AMOUNT/VALUE: \$103,000

POSITIONS REQUESTED (LIMITED SERVICE): None.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: No.

COMMENTS:

DEPT. FINANCE AND MANAGEMENT:  
SECRETARY OF ADMINISTRATION:  
SENT TO JOINT FISCAL OFFICE:

(INITIAL) [Signature] 4/5/11  
(INITIAL) [Signature] 04/05/11  
(DATE) 4/6/11





2/11

State of Vermont

Agency of Human Services

Department of Mental Health  
108 Cherry Street, PO Box 70  
Burlington, VT 05402-0070  
[healthvermont.gov/mh](http://healthvermont.gov/mh)

[phone] 802-652-2000  
[Legal] 802-657-4310  
[fax] 802-652-2005  
[tty] 800-253-0191

To: Shirley Dow, AHS  
From: Bill Snyder, DMH Financial Manager *BS*  
Re: AA-1 for Employment Development Initiative (EDI)  
Date: March 21, 2011

I am enclosing the necessary documents to request approval for spending authority for funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) and its Center for Mental Health Services (CMHS) Employment Development Initiative (EDI). The funds provide modest awards to nine States. Please note that funding through this initiative will be provided through a fixed price contract between the Department of Mental Health (DMH) and the National Association of State Mental Health Program Directors (NASMHPD). We are enclosing the letter from SAMHSA to the Mental Health Commissioner announcing the funding to Vermont, the original application for funding, and the AA-1 form.

The CFDA number for the contract between SAMHSA and NASMHPD is 93.243

Please let me know when the AA-1 has been signed by the Secretary and the packet is on its way to Budget and Management in Montpelier.

If you have any questions, please contact me at 241-4033 or Laura Flint at 241-4022.



REC'D MAR 8 1 2011

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	Mental Health			
3. Program:	Adult Mental Health			
4. Legal Title of Grant:	Employment Development Initiative (EDI)			
5. Federal Catalog #:	N/A			
6. Grant/Donor Name and Address:	National Association of State Mental Health Program Directors, Alexandria, Virginia			
7. Grant Period:	From:	1/1/2011	To:	9/30/2011
8. Purpose of Grant:	<p>The overall goal of the grant is to increase the degree to which a Designated Agency's Community Rehabilitation and Treatment (CRT) Program's non-employment staff 1) increase support for and knowledge of evidence-based supported employment (SE) programming among their colleagues and 2) strengthen the integration of mental health/substance abuse treatment and SE services. The Vermont Department of Mental Health will work with each Designated Agency's Community Rehabilitation and Treatment (CRT) program to develop Supported Employment Champions (SEC's) among CRT's non-employment workforce (e.g. case managers).</p> <p>DMH will sponsor monthly Training and Consultation meetings of the SEC's including:</p> <ul style="list-style-type: none"> <li>• Workshops on understanding Medicaid/SSI/SSDI benefits</li> <li>• Training and role-playing</li> <li>• Consultation and networking with other SEC's</li> <li>• Training on the use of motivational techniques</li> <li>• Consultation</li> </ul>			
9. Impact on existing program if grant is not Accepted:	none			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 11	FY 12	FY 13 and beyond	
Personal Services	\$12,333	\$6,167	\$	
Operating Expenses	\$3,000	\$1,500	\$	
Grants	\$53,333	\$26,667	\$	
<b>Total</b>	<b>\$68,666</b>	<b>\$34,334</b>	<b>\$0</b>	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$0	\$0	
Federal Funds:	\$68,666	\$34,334	\$	
(Direct Costs)	\$66,333	\$33,167	\$0	
(Statewide Indirect)	\$6	\$4	\$	
(Departmental Indirect)	\$2,327	\$1,163	\$	

REC'D MAR 9 1 2011

**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

Other Funds:	\$	\$	\$
Grant (source )	\$	\$	\$
<b>Total</b>	\$68,666	\$34,334	\$0

<b>Appropriation No:</b>	3150070000	<b>Amount:</b>	\$103,000
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$103,000

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Christine Oliver Agreed by: CMO (initial)

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		

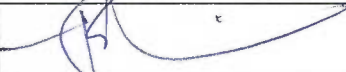
**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

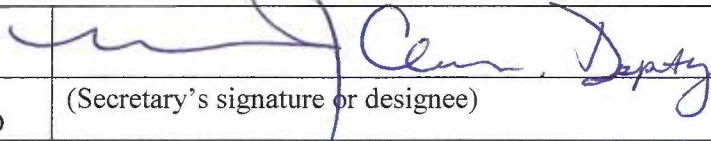
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: <u>Christine M Oliver</u>	Date: <u>3/25/11</u>
Title: <u>COMMISSIONER</u>	
Signature: <u>Patrick Flood</u>	Date: <u>3/28/11</u>
Title: <u>Deputy Secretary</u>	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted		
<input type="checkbox"/> Rejected		(Governor's signature)

**15. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Check One Box: Request to JFO		Date: <u>3/25/11</u>
<input type="checkbox"/> Information to JFO		(Secretary's signature or designee)

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input checked="" type="checkbox"/> Grant (Project) Timeline (if applicable)
<input checked="" type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input checked="" type="checkbox"/> Grant Budget	

**End Form AA-1**



**Vermont Department of Mental Health**

Supporting Schedule for Employment Development Initiative as of March 23, 2011

Item	Total Amount of Funding for Subcontract	Amount in AA-1 budget for SFY 2011	Amount in AA-1 budget for SFY 2012
Training for SE Leaders (\$2,500/day plus expenses times 6 days)	\$15,000	\$10,000	\$5,000
Monthly Meetings of Designated Agency Supported Employment Leaders (\$500/meeting times 9 meetings)	\$4,500	\$3,000	\$1,500
Incentive Payments to Designated Agencies (\$8,000/agency times 10 agencies)	\$80,000	\$53,333	\$26,667
<b>Total Direct Costs</b>	<b>\$99,500</b>	<b>\$66,333</b>	<b>\$33,167</b>
<b>Total Indirect Costs - 3.4%</b>	<b>\$3,500</b>	<b>\$2,333</b>	<b>\$1,167</b>
<b>Total Costs</b>	<b>\$103,000</b>	<b>\$68,666</b>	<b>\$34,334</b>

**Allocation factor**

Total months of contract 9

Number of months FY 11 6

Amount used in FY 11 67%

JAN 24 2011

Dear State Mental Health Commissioners:

At a time in which individuals with mental and substance use disorders are struggling financially in their efforts toward recovery, innovative approaches to assist with their employment needs are essential. With the national unemployment rate remaining virtually unchanged and the unemployment rate of persons with severe mental illness remaining extraordinarily high, up to 90% in some estimates, employment and supported employment services remain critical as an integral part of the recovery process. The creation of employment opportunities is important to maintaining quality of life for persons with mental health and substance use disorders in the community. Jobs represent keys to recovery, independence and less reliance upon some traditional and often more costly strategies that can stifle individual growth and result in further dependence.

Americans report heightened levels of stress and anxiety during financial downturns. During times of recession and high unemployment mental health problems become more prevalent and can be related to increases in binge drinking and substance use. This increased need correspondingly places additional demands on providers as they experience budget cuts that result in forced reductions in service. Recessions also place significant emotional strain on families, as evidenced historically by increases in family violence during times of economic turmoil, as well as increased confrontations with the criminal justice system.

### **Employment Development Initiative (EDI)**

#### ***Special Initiative for State Mental Health Authorities (SMHAs) to Address the Impact of the Economic Downturn through Employment Development***

#### **Purpose of the Initiative**

In an effort to assist State Mental Health Authorities, in close collaboration with Single State Authorities, in planning and implementing activities to foster increased employment opportunities for people with mental health and/or substance use disorders, the Substance Abuse and Mental Health Services Administration (SAMHSA) and its Center for Mental Health Services (CMHS) created the Employment Development Initiative (EDI).

This initiative provides, on a competitive basis, modest funding awards in the form of fixed-price subcontracts between the Contractor, the National Association of State Mental Health Program Directors (NASMHPD), and the States, Territories and District of Columbia. For FY 2011, CMHS is making awards averaging \$103,000 to nine (9) States. In addition, each awardee will receive two consultant technical assistance visits coordinated and paid through the Contractor's portion of the project.

Applications were judged on the following criteria:

- Demonstrating ongoing significant collaborative efforts with SSAs;
- Identifying and adopting best/evidenced-based practices in order to maintain and/or enhance supported employment programs which will increase employment opportunities for people with mental illness and substance abuse disorders;
- Maintaining program integrity through multi-agency collaboration and by engaging performance management tools;
- Identifying appropriate performance measures and anticipating and reporting on plan outcomes;
- Involving consumers and families in the development and implementation of the initiative.

It is with pride that SAMHSA/CMHS announces the first nine (9) Employment Development Initiative Awardees for Fiscal Year 2011:

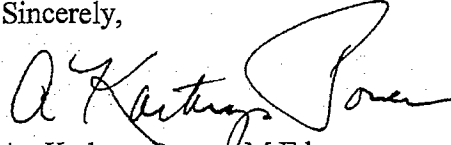
1. **Alabama** – Statewide Needs Assessment, cross systems Employment Advisory Council and Development of a detailed Strategic Plan
2. **Connecticut** – Self-Employment Training and Start-Up Grants
3. **Georgia** – Peer Supported Employment (SE)
4. **Missouri** – Consumer Operated SE
5. **New Hampshire** – Co-Occurring SE and Interagency Collaboration
6. **New Jersey** – Whole Health Barriers to Employment
7. **New York** – Guidebook unifying clinical, rehabilitation and vocational services under one licensing entity
8. **Vermont** – SE Champions
9. **Wisconsin** – Rural SE and Peer Support

SAMHSA recognizes these initiatives as exemplary in their embodiment of the creativity of thought and models of innovation that will serve all stakeholders in the challenges that lie before us in health care reform. In these difficult economic times the leveraging of modest resources and building on proven methodologies, resulting in a sustainable effort with clear performance outcomes will lead the way in our progress toward integrated and efficient behavioral health systems.

In line with these objectives, the outcomes of these nine (and future) initiatives will be provided to SAMHSA and in turn will be made available as viable alternatives, models and resources to all the States, Territories and District of Columbia.

Congratulations to the EDI Awardees!

Sincerely,

A handwritten signature in black ink, appearing to read "A. Kathryn Power". The signature is fluid and cursive, with a large, sweeping flourish at the end.

A. Kathryn Power, M.Ed.

Director

Center for Mental Health Services

**Application for:**

**Special Initiative for State Mental Health Authorities to  
Address the Impact of the Economic Downturn through  
Employment Development**

**Vermont Department of Mental Health**

## I. Initiative Description and Projected Budget

The Vermont Department of Mental Health (DMH), in collaboration with the Vermont Division of Vocational Rehabilitation (DVR), proposes to enhance the use of evidence-based Supported Employment (SE) for adults with serious mental illness at Vermont's ten Designated Community Mental Health Agencies (DA's). DMH will use NASMHPD grant funds to increase the degree to which non-employment staff (e.g. case managers) support and refer their clients to SE services and increase integration of SE programming within these teams. These activities will result in a significant increase in 1) the number of referrals from case managers to SE services, 2) the number of DA consumers receiving SE services, and 3) the number of DA consumers who achieve competitive employment.

**Background:** Vermont has been working to implement and sustain evidence-based SE programming for adults with serious mental illness in each of the state's ten DA's since 1999. Despite an initial increase in employment outcomes after the implementation phase, Vermont has witnessed a steady decline in outcomes over time, particularly during the last few years. In addition, the percentage of clients receiving SE services has not significantly increased over the last decade despite the availability of SE at each DA. Through the use of SE Fidelity Assessments and discussions with DA staff, DMH has determined that this trend is due in part to reluctance among non-employment staff (e.g. case managers) to refer their clients to SE services. A significant portion of DA staff express reluctance to encourage competitive employment based on fears that their client is not "ready" for employment and that the "stress" of employment will serve as a barrier to their client's recovery, rather than viewing employment as a *path for their clients to achieve recovery*. In addition, many staff worry about their clients losing Medicaid and SSI/SSDI benefits once employed. Based on recent SE fidelity assessments and the completion of the State Health Authority Yardstick assessment on SE, DMH has also determined that achieving a high level of focus on SE is often difficult for DA's. DA's consistently score poorly on the SE fidelity measures of "agency focus on employment" and "zero exclusion," which indicates that agencies are not placing a priority on SE, and potential consumers of SE are being excluded from participating.

**Initiative Proposal:** Through this initiative, DMH will work with each DA to create *Supported Employment Champions* (SEC's) among the agency's *non-employment workforce* (e.g. case managers). These SEC's will be responsible for enhancing integration of non-employment and SE programming and increasing support for and knowledge of SE among non-employment staff. DMH will support the development of DA SEC's through a combination of *Incentive Payments* and *Training and Consultation*. DMH will offer an *Incentive payment* of \$8,000 to any DA that agrees to participate in this initiative and develop 1-2 SEC's among their non-employment staff. To receive an incentive payment, participating DA's must commit to the following:

- 1) Identify 1-2 non-employment staff who will become SEC's,
- 2) Allow their SEC's to participate in monthly training and consultation meetings with other DA SEC's from around the state,
- 3) Provide DA support of their SEC's efforts to educate non-employment staff, increase integration of SE and other treatment services, and increase the number of referrals to the DA SE program,

- 4) Collect and provide relevant data to demonstrate an increase in the number of referrals and number of clients receiving supported employment services,
- 5) Develop an agency sustainability plan prior to the conclusion of the grant.

Once SEC's have been identified by participating DA's, DMH will sponsor monthly ***Training and Consultation*** meetings of the SEC's (via existing video conferencing technology) to support their local efforts. The content of these meetings will include:

- Workshops on understanding Medicaid/SSI/SSDI benefits and how clients can work without losing their benefits;
- Training and role-playing on how to improve non-employment staff attitudes and knowledge regarding the positive role of employment in recovery;
- Consultation and networking with other SEC's on different ways to increase their program's emphasis on SE in team meetings/case consultations/supervision groups;
- Training on the use of motivational techniques to talk with clients about employment;
- Consultation on how non-employment staff can support clients participating in SE;
- Consultation on methods for increasing the integration of employment and treatment services and how to increase the agency's focus on employment.

Following each monthly meeting, SEC's will be expected to share and apply the content of the monthly meetings with their DA co-workers. SEC's will:

- Conduct staff surveys on perceived barriers to employment for their clients;
- Host monthly in-house informational meetings, training workshops, and discussions regarding: 1) how clients can work and maintain their benefits, 2) the role of employment in recovery, 3) how to increase integration of SE staff and treatment teams, 4) how to talk with clients about employment using motivation interventions;
- Work with employment staff to track and report on referrals to SE services;
- Identify programmatic-level barriers to integration of SE with other treatment services and initiate problem-solving with program leaders to address these barriers;
- Encourage other staff to discuss possible employment goals for their clients during treatment team meetings and peer-supervision.

*Consumer Involvement:* This proposal was developed with the support and involvement of multiple stakeholders, including: 1) Vermont's state-level advisory body for mental health SE implementation (the State SE Leadership Committee), which includes a peer SE staff, peer advocates, and family members), 2) DMH's state-level consumer and family advisory board, and 3) the Quarterly meeting of the DA SE program leaders, which includes peer staff and family members. If funded, this initiative will be overseen by the State SE Leadership Committee, which includes consumer and family representation. Consumers and families members will also be used as part of the SEC training to share personal stories of how employment supported their recovery.

*Tracking and Demonstrating Outcomes:* DMH anticipates that this initiative will result in an increase in: 1) the number of referrals from case managers to SE services, 2) the number of adults with serious mental illness receiving evidence-based SE services, and 3) the number of individuals with serious mental illness who achieve competitive employment. At the start of the grant, DA SEC's will work with their SE Program leaders to monitor the number of referrals to their SE program (this data is already

collected by the DA SE Programs). This data will be collected at the 1<sup>st</sup>, 4<sup>th</sup> and 8<sup>th</sup> month of implementation to determine if referrals increase. DVR will also provide data at the start and end of the initiative on the number of new DA clients who have cases opened at DVR, which routinely occurs once DA clients become engaged in SE services. Through the DMH Performance Indicator Project (PIP), DMH has the capacity to collect and measure the number of DA consumers receiving SE services and their employment status. DMH will produce reports at the beginning and end of the initiative, as well as six months following the grant period, to determine if improvements were achieved in these two areas. As part of this reporting, DMH will also analyze the number of DA consumers newly engaged in SE services. This report will provide evidence that non-employment staff are encouraging more of their clients to work.

*Other State Resources and Sustainability:* DMH and DVR will have a number of additional resources available to support this initiative and ensure sustainability of system improvements. DMH currently employs a full-time State SE Coordinator (Laura Flint - see section III) who works closely with DVR and the DA's to improve SE services, and, as described above, Vermont already has an established state-level SE Leadership Committee (DMH will invite Vermont's SSA to join the committee to ensure coordination). Both of these resources will be available to coordinate activities and ensure SEC's are supported in their work following the initial 9 months of the grant. In support of this grant application, DVR has also committed to provide: 1) training for case managers around benefits and work incentives using DVR regional benefits counselors, and 2) \$20,000 to support sustainability efforts when grant funding has ended. The Project Coordinator (Laura Flint) will work with the SEC's over the last three months of the grant to determine the best use of the DVR funding to support sustainability. At the conclusion of grant funding, each DA will also develop a sustainability plan with support from DMH and DVR. Regular PIP reports (see above) will continue to measure the number of individuals receiving SE services and number employed, and DA's will be asked to measure the number of new referrals to SE each quarter.

*Replication of the Vermont Model:* This initiative will develop and test a model that other states can use to improve the degree to which *non-employment* staff support employment of their clients. Based on discussions with the Dartmouth Psychiatric Research Center (PRC), this model does not currently exist. Laura Flint and Jerry Wood, the state DVR SE Coordinator, will review the implementation of this initiative at the SE Program Leaders Quarterly meetings and will identify/develop best practices. They will also work with the State SE Leadership Committee to develop a model for ongoing implementation. This model will be shared with the PRC and the 13 member states of the Johnson and Johnson – Dartmouth SE Initiative.

Proposed Budget

Incentive Payments to Designated Agencies (\$8,000/agency X 10 agencies)	\$ 80,000
Monthly Meetings of DA Supported Employment Leaders (\$500/meeting X 9 meetings)	\$ 4,500
Training for SE Leaders (\$2500/day (includes expenses) X 6 days)	\$ 15,000
Indirect: 3.4%	\$ 3,500
<b>Total</b>	<b>\$103,000</b>



## **II. Proposed Timeline**

### December 2010

- Develop and distribute recruitment letter to identify SEC's at each DA
- Develop schedule for monthly meetings of SEC's

### January 2011

- Finalize Fixed Price Contract with NASMHPD
- Select SEC's and provide initial training/orientation
- Send initial incentive payment (\$2,000) to participating DA's
- Collect baseline data on number of referrals to SE, number of DVR cases opened, percentage of clients receiving employment services and percentage employed

### February 2011

- Host monthly training/consultation meeting for SEC's
  - Training topics: Role of employment in recovery and benefits training
- Assist SEC's with conducting staff and consumer surveys to determine perceived barriers to employment

### March

- Host monthly training/consultation meeting for SEC's
  - Training topic: Motivational techniques
- SEC's begin monthly DA in-house workshops/team discussions regarding employment

### April 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: How to work without losing benefits
- SEC's provides in-house workshop and team discussions on employment

### May 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: Increasing level of integration of employment
- Collect and analyze data on number of referrals to SE
- SE Champion provides in-house workshop and team discussions on employment

### June 2011

- Host monthly training/consultation meeting for SEC's (benefits training)
- SE Champion provides in-house workshop and team discussions on employment

### July 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: Increasing agency focus on employment
- SE Champion provides in-house workshop and team discussions on employment

### August 2011

- Host monthly training/consultation meeting for SEC's
  - Training topic: How to support working clients and benefits issues
- Collect and analyze data on number of referrals to SE
- SEC's develop and finalize sustainability plan
- Send final incentive payments (\$6,000) to DA's for participation in grant activities

### September 2011

- Complete final data analysis (number of new referrals, PIP employment data)
- Final report submitted to NASMHPD

### **III. Initiative Coordinator**

Laura Flint, MSW  
Dartmouth PRC Supported Employment Coordinator  
Department of Mental Health  
103 South Main Street  
Waterbury, VT 05671  
802-241-2601  
802-241-4004 (fax)  
[Laura.flint@ahs.state.vt.us](mailto:Laura.flint@ahs.state.vt.us)

Laura Flint works with the Vermont Department of Mental Health as the Supported Employment Coordinator and is the designated trainer and consultant for the Johnson & Johnson – Dartmouth Community Mental Health Program in Vermont. Laura has been working in the field of supported employment with people who have psychiatric disabilities for over 15 years. She has experience overseeing program implementation statewide through her work with the Dartmouth Psychiatric Research Center. She collaborates effectively with various state and local agencies on a daily basis. She has provided trainings on supported employment nationally and internationally. She presently serves on the board of the Vermont Association for Persons in Supported Employment (APSE). Laura is highly motivated and committed to overseeing the initiative in order to improve employment opportunities to those served in Vermont's community mental health centers.

### **III. Fixed-Priced Contract**

The Department of Mental Health will use a relatively simple process for establishing a fixed price contract with NASHMPD. There will be two steps required to establish the contract:

- 1) review of the proposed NASMHPD contract by the Department of Mental Health's Legal Unit
- 2) review and signature by the Commissioner

DMH anticipates it will take no longer than 3 weeks to review and sign the fixed price contract.