

4/21/22 - Workgroup Meeting 3 Notes

In attendance:

- BHRS: Doris Estremera
- Facilitator: Alison Hamburg
- Workgroup members: Lanajean, Jean, Carol, Amanda, Vicky, Marina, William, Kae

1. Welcome

- a. This is the third and final meeting of the workgroup. Thank you to workgroup members for your dedication to this process! We will keep the workgroup up to date as the submission and approval process moves forward.

2. Updates on outreach and stakeholder engagement

- a. The launch of the submission period will be pushed back to the last week in May or first week in June to accommodate the busy schedule for Mental Health Awareness Month in May. The submission deadline will be extended to July 15.
- b. Workgroup members will have opportunities to be involved by making announcements at stakeholder meetings (see stakeholder outreach form) and/or providing one-on-one support to submitters (see workgroup member interest form).

3. Process and criteria for scoring submissions

a. Process

- i. The scoring criteria will be included in the submission packet and will align with the questions in the submission form
- ii. There will be an initial screening by Alison and Doris to ensure submissions meet the legislative requirements for INN projects
 1. Workgroup suggested that if idea does not meet criteria and there is still sufficient time left in the submission period, that we inform the submitter to let them know and allow them to resubmit
- iii. There will be a subcommittee of the workgroup to score submissions. Workgroup members who are also submitting an INN idea will not be eligible for the subcommittee. With that in mind, four workgroup members expressed interest in the subcommittee.
- iv. The subcommittee meeting will be in late July. There will be a process for dividing up and scoring the submissions ahead of the meeting. At the meeting we will discuss the highest scored submissions and determine the priority projects to move ahead with the approval process. The highest scored submissions will not necessarily be the projects that move forward as there will be other factors to consider including equity, representation, feasibility, and initial feedback from the state (MHSOAC).
- v. There was a request to share previous INN project plans and 1-page summaries from previous years - these will be shared with the workgroup.

- b. Criteria
 - i. The workgroup brainstormed in response to the question: *“How would you want to decide which projects are the most promising ideas?”* We further discussed and determined priorities for the criteria to rate the submissions.
 - ii. We will develop a scoring form based on the discussion and share it back out with the workgroup for their review before finalizing the criteria.
4. Next Steps
- a. We will share the revised timeline for the submission period, community launch session, and TA/support sessions
 - b. We will draft the scoring criteria based on our discussion and share with the workgroup for final review
 - c. We will share the previous INN plans and 1-pagers
 - d. We will reach out to coordinate with workgroup members who indicated interest in providing support/TA and who indicated interest in the subcommittee

3/17/22 - Workgroup Meeting 2 Notes

In attendance:

- BHRS: Doris Estremera
- Facilitator: Alison Hamburg
- Workgroup members: Lanajean, Jean, Chris, Carol, Amanda, Vicky, Marina, William, Kae

1. Welcome and introductions
 - a. Workgroup members, BHRS (Doris), and consultant (Alison) introduced themselves
2. Review informational materials and submission form
 - a. Alison shared the materials developed from the workgroup’s input in meeting 1
 - i. MHSA INN Frequently Asked Questions (FAQ)
 - ii. Submission MythBusters
 - iii. Submission Form
 - b. Workgroup members provided feedback. Key takeaways from feedback were:
 - i. Reword the INN requirements to simplify them not using the language from the legislation
 - ii. Add deadlines and information about the sequence of the submission process
 - iii. Lead with messaging about who can apply, that all stakeholders can apply

- iv. Think about how to streamline the materials so that information is not in many different places
 - v. Ensure formatting has large enough font size
 - vi. Ensure it's clear that people can get support in multiple languages
- 3. Discuss options for informing the community and providing support/technical assistance (TA). We discussed the following ideas for support:
 - a. Informational video about MHSA INN using slides from meeting 1
 - b. 2 virtual community information sessions
 - i. 1 to learn about the opportunity to submit an idea
 - ii. 1 for people who have chosen to submit an idea with tips on the submission and online research process
 - iii. Sessions would be recorded and posted online
 - c. Email and phone support in multiple languages through BHRS translation and interpretation services
 - i. Link to Google Form to email questions
 - ii. Voice message line for phone questions
 - d. Virtual TA hours where people could either sign up for a slot or drop in
 - i. Ensure times outside of Mon-Fri 9-5
 - e. Virtual and in-person support provided by workgroup members (e.g., informational presentations, support with research, support for folks with limited technology access)
 - i. Interest in reaching different areas of the county
 - ii. There is an opportunity to coincide presentations and support with Mental Health Awareness Month in May
 - iii. Alison will send out a survey to workgroup members to learn more about interest and capacity
 - iv. Will need to be mindful of potential conflict of interest if workgroup members are also submitting an idea
 - f. Along the way we may need to refer people in the community for professional mental health resources. We will have a directory or list of providers.
- 4. Next steps
 - a. We will send out revised materials for input
 - b. We will send out a survey to members about interest and capacity for providing support
 - c. We will schedule the community information sessions and TA sessions in May and June
 - d. We will begin putting together a list of stakeholder groups, email lists, and events where there could be informational presentations
 - e. Next meeting: Thursday, April 21, 3:00-4:30pm
 - i. Discuss scoring criteria for submissions

2/17/22 - Workgroup Meeting 1 Notes

In attendance:

- BHRS: Doris Estremera
- Facilitator: Alison Hamburg
- Workgroup members: Lanajean, Jean, Amanda, Marina, William, Kae

1. Introductions

- a. Workgroup members, BHRS (Doris), and consultant (Alison) introduced themselves

2. MHSA and INN overview

- a. Alison and Doris provided an overview of MHSA and INN funding, regulations, and processes
- b. Questions addressed:
 - i. How do we determine which ideas to submit to the state?
 1. We will develop a list of criteria for reviewing the ideas that were submitted by the community. The MHSA INN workgroup will be involved in choosing the criteria. A subset of the workgroup will be involved in reviewing and selecting which ideas we want to submit to the state.
 - ii. Do the submissions have to show each year's costs?
 1. Yes
 - iii. Is funding for a project for the entire 3 or 5 year project, or do projects have to reapply for funding each year?
 1. Funding is for the entire project period (3-5 years)
 - iv. Is there a limit to the number of projects that can be submitted to the state?
 1. No, but we want to be intentional about submitting a reasonable number
 - v. Will there be opportunities for stakeholder input on the ideas that BHRS plans to submit to the state?
 1. Yes, the ideas will be presented to the MHSA Steering Committee for discussion and input. There will also be a 30-day public comment period before the ideas are submitted to the state.
 - vi. Is sustainability of projects considered in the review of ideas?
 1. Sustainability is considered and is incorporated in Requests for Proposals and contracts for the providers who will be delivering the services.
 - vii. What happens to INN programs after the INN period ends?
 1. It depends. If projects were shown to be effective, some may get funding from another MHSA component (CSS or PEI). Some may have other funding sources, or a mix of MHSA and other funding sources.

- viii. Have there been any situations where agencies have come together to submit a proposal, and/or there are multiple funding sources?
1. Typically they don't have other funding sources, since INN presents an opportunity to try something that typically wouldn't be funded with other funding
 2. There was one case where a project received SAMHSA funding in addition
 3. There have been cases where several organizations have come together during the REquest for PRoposal process. So far there hasn't been a situation where multiple organizations have come together to submit a proposal, but this would be a great idea that we could encourage.

3. Brainstorm stakeholder participation process

- a. The group began brainstorming ideas for how to create an inclusive and accessible process for stakeholders to submit ideas, documented on this google doc:
https://docs.google.com/document/d/16qSyqbpUT7XeLGCwSXqdegDMb_zpoYB8Ubixwplwlic/edit?usp=sharing

4. Next steps/action items

- a. Workgroup members are welcome to add to the google doc between meetings
- b. Before the next meeting, Alison will send out drafts of the information and the form for idea submission - workgroup members are expected to review the drafts before the next meeting
- c. Next meeting is Thursday, March 17, 3:00-4:30pm