

Mental Health Expansion Grant RFQ – Capacity Building  
Frequently Asked Questions

Application:

Q: We have multiple partners and multiple school-based health centers in our county. Which agency should submit our application to SPO?

A: SPO is asking that the Local Public Health Authorities (LPHAs) apply directly for the funds, as we will be contracting/disbursing funding directly to LPHAs. As with other SBHC funding, the mental health expansion grant funding will be disbursed via a LPHA contract amendment. The LPHAs will then be expected to distribute the award funds to local SBHCs, as well as participate in scheduled technical assistance teleconference calls with SPO.

Q: Our local public health authority (LPHA) is the medical sponsor. Do we need to submit two letters of recommendation?

A: You do not need to submit multiple letters of recommendation, but please indicate this relationship in your letter of recommendation.

Q: When does SPO expect the contract amendments to be signed, given the notification timeline?

A: SPO intends to notify awardees by December 16<sup>th</sup> at the latest, in order to provide sufficient time to include the new funding into the December county contract amendment.

Q: Our county has multiple SBHCs with different medical sponsors and managing partners. Will our SBHC be competing for this funding with other SBHCs within our own county or across the entire applicant pool?

A: SPO will review and score applications according to the criteria outlined in the RFQ. Applications will be competitive across the entire applicant pool; however preference will be given to projects based upon local need, as outlined in the RFQ.

Budget:

Q: What portion of the budget can be used to support data system development?

A: The amount budgeted for data system development is negotiable, and will be evaluated for feasibility. The intent of this funding is to support the development of systems to capture mental health data as provided by the mental health provider.

Q: Is there a limit on direct/indirect costs in the budget?

A: There are no limits on the percentages of direct/indirect costs in the budget. However, budgets will be evaluated for feasibility within the context of the proposal.

Care Location:

Q: Can capacity building funds be used to support mental health service provision at non-SBHC sites (home visiting, community health clinic, etc.)?

A: Capacity building funds should only be used to support the provision of mental health services located at the SBHC.

Q: My SBHC has limited space available for a new mental health staff member. Is it possible to use other space within the school building for mental health service provision?

A: The mental health provider may use space within the school building if there is none available at the SBHC. However, the mental health provider must be a SBHC staff member, and will therefore be expected to operate under HIPAA laws and SBHC certification standards. Any space utilized by the mental health provider is expected to meet state and federal requirements related to information security and confidentiality (see ORS 441.025, OAR 333-505-0001, etc.). Review of space used for mental health service provision will be included in SBHC certification site visits.

#### Data Systems:

Q: What type of mental health encounter data is required to be collected and submitted to the SBHC State Program Office (SPO)?

A: Data collection standards are outlined in Section F of the [SBHC Certification Standards](#), and include information such as gender, race/ethnicity, diagnostic code(s), etc. SPO will collect data from SBHCs in the same way as other required SBHC data.

#### Staffing:

Q: We have multiple SBHCs in our “system.” What is the limitation on FTE for our SBHCs?

A: The capacity building funding may be used to support one FTE per SBHC, not per SBHC “system.”

Q: We already have a mental health service provider at our SBHC. Can we apply for an additional FTE at our site?

A: You can apply for funding up to 1.0 FTE per SBHC, regardless of how much existing FTE you currently have in your SBHC. Priority for this funding will go to sites that currently lack a mental health provider.

Q: Can capacity building funding be used to support administrative or support staff time?

A: You may apply for funding to support additional administrative staff hours for the purpose of data collection and submission of data specific to mental health service provision.

Q: My SBHC is open a limited number of hours each week and we would like to use the capacity building funding to provide mental health services five days each week. Can our clinic expand mental health provider’s FTE without having admin/support staff onsite at the same time?

A: [SBHC Certification Standards](#) encourage SBHCs to have more than one staff onsite while the SBHC is open; however the staffing patterns of the SBHC are determined locally. Any staffing pattern should be developed to ensure the health and safety of both the patients and providers at an SBHC.

Q: My SBHC is closed during the summer when school is not in session. Can funding be used to provide mental health services at community clinics during these months in order to ensure continuity of service?

A: If your SBHC is closed during the summer months, the FTE may be used to support mental health service provision at other community clinics during this time.