

**Guidance 27**  
**Centralized Receiving System (CRS) Grant**

**Authorities:** *FY 15-16 General Appropriations Act, Line 377K*  
*As amended by FY 16-17 General Appropriations Act, Line 386*  
*Chapter No. 2016-66 Laws of Florida*  
*Request For Applications #RFA10H141*

**Frequency:** *Ongoing*

**Due Date:** *Not Applicable*

**Discussion:**

This document provides policy guidance on the negotiation and implementation of subcontracts awarded as a result of the Department's Request for Applications (RFA) #RFA10H141 for the Centralized Receiving System (CRS) Grant Program, conducted pursuant to the FY15-16 General Appropriations Act, Line 377K. Effective July 1, 2016, *Chapter No. 2016-66 Laws of Florida* retroactively amends the FY15-16 appropriation and requires revisions to the following terms and conditions of the awards resulting from the RFA:

- The grant program originally required a Central Receiving Facility as a single point of entry. This has been revised to allow either a single point **or** a coordinated system of entry, hereinafter referred to as a Central Receiving System (CRS).
- The grant program was originally designed for three-year awards. This has been revised to allow grant awards for up to five years.
- The grant program originally required local matching funds equal to 100% of award. This has been revised to require a minimum of 50% match.

The Managing Entity shall negotiate and execute subcontracts with the awardees of the CRS Grant as detailed in the Managing Entity's **Exhibit C2**. The Managing Entity must subcontract with the grantees specified in **Exhibit C2** for the approved level of funding detailed therein. Any variations in the identity of grantees or award amounts in **Exhibit C2** must be approved in advance in writing by the Department.

To accommodate the provisions of *2016-66 Laws of Florida*, the Managing Entity shall negotiate with each awardee to adapt details in the awardee's original approved programmatic and cost proposals submitted in response to RFA10H141. The Managing Entity shall submit the proposed subcontract to the Department for review and approval prior to execution.

Subcontracts must contain the following minimum requirements:

**A. Definitions**

Subcontracts must contain the definitions found in Section 1.7 of the RFA and *2016-66 Laws of Florida*.

Other definitions may be included, as deemed necessary by the Managing Entity.

**B. Objectives**

Per Section 1.2 of the RFA, the major goal of the CRS Grant is to provide start up or ongoing operational funds to local agencies implementing CRS projects in their communities. The primary objectives of CRS projects are to:

1. Provide a CRS serving the target populations;
2. Provide initial assessments, triage, case management and related services;
3. Provide opportunities for jail diversion, offering a more suitable and less costly alternative to incarceration;

4. Reduce the inappropriate utilization of emergency rooms;
5. Increase the quality and quantity of services through coordination of care and recovery support services;
6. Implement standardized assessment tools and procedures for services; and
7. Improve access and reduce processing time for law enforcement officials transporting individuals needing behavioral health services.

Subcontracts must include the goals, objectives, timelines, tasks and outcomes pertaining to each grantee, based on the specifics of the grantee's application, as revised during Managing Entity negotiation.

### **C. Target Population**

Per section 1.6 of the RFA, the target populations for CRS projects are:

1. Individuals needing evaluation or stabilization under s. 394.463, *F.S., the Baker Act*;
2. Individuals needing evaluation or stabilization under s. 397.675, *F.S., the Marchman Act*; and
3. Individuals needing crisis services as defined in ss. 394.67(17)-(18), *F.S.*

### **D. Licensure, Credentialing, or Designation**

Per Section 1.3 of the RFA, and prior to the delivery of client services, grantees are required to possess or obtain appropriate licensure, credentialing, or designations required for the delivery of services to be provided under the CRS project.

### **E. Scope of Grant Activities**

Subcontracts must include, at a minimum, the following activities:

1. Client Services, per Section 2.1 of the RFA
  - a) Assessment Services and Intake Protocol
  - b) Crisis Stabilization
  - c) Substance Abuse Inpatient Detoxification
  - d) Crisis Support/Emergency Services
  - e) Case Management
  - f) Recovery Support
  - g) Information and Referral
2. Non-Client Services, per Section 2.2 of the RFA
  - a) Community Collaboration
  - b) Data Submission
  - c) Sustainability

### **F. Performance Measures**

Subcontracts must adopt, at a minimum, performance measures to evaluate the impact of the CRS project within the community. Per Section 2.4 of the RFA, and as detailed in Tab 4 of the grantee's application, performance measures and methodologies must be related to the grantee's specific CRS project and must include, at a minimum, measures to address the following outcomes:

1. Reduce drop-off processing time by law enforcement officers for admission to crisis services;
2. Increase participant access to community-based behavioral health services after referral;

3. Reduce number of individuals admitted to a state mental health treatment facility; and
4. Two additional output, process, or outcome measures tailored to the specific CRS project.

## **G. Reporting**

Per Section 2.5 of the RFA, all activities under the CRS Grant shall be documented in accordance with the terms and conditions of the subcontract. Unless otherwise specified in the RFA, the frequency, format and approval of reports may be negotiated by the Managing Entity. At a minimum, subcontracts shall require the following reports:

### **1. Project Status Report**

A detailed quarterly report of the services and activities performed in the previous three months and the progress of the CRS project in meeting the performance measures, goals, objectives, and tasks described in the application.

### **2. Financial Report**

A detailed cumulative report of program expenses which are used to track all expenses associated with the grant and reconcile these expenditures with the payments made to the grantee. The financial reports track both grant award-funded and match-funded expenses and encourages program expenditure planning and projection. Pursuant to *Rule 65E-14.021, F.A.C.*, this report must be submitted at least annually using the Department's form CF-MH 1037.

### **3. Additional Reporting Requirements**

Subcontracts with grantees must include a requirement for the submission of ad hoc and additional reports as determined necessary by the Managing Entity or the Department.

## **H. Data Submission**

Subcontracts shall require the Network Service Provider to enter all data as specified in the most recent version of *Pamphlet 155-2*, <http://www.myflfamilies.com/service-programs/substance-abuse/publications>.

## **I. Non-Renewable**

Per Section 2.2.3 of the RFA, subcontracts shall not be renewable after the end of the funding period specified in the Managing Entity **Exhibit C2**.

## **J. Financial Consequences**

Subcontracts must include terms specifying the financial consequences that the Managing Entity must apply if the grantee fails to perform in accordance with the subcontract, as detailed in Section 2.7 of the RFA. The Managing Entity shall establish financial consequences applicable to the frequency of the subcontract payment methodology.

## **K. Return of Funds**

Per Section 2.8 of the RFA, subcontracts must include terms specifying that grantees shall return to the Managing Entity any unused CRS Grant funds and unmatched grant funds, as documented in the Final Financial Report, no later than 60 days following the ending date of the subcontract. At the Managing Entity's discretion, unexpended CRS funds may be included in the Managing Entity's Spending Plan for Carry Forward, subject to the terms of **Section F-5** of the Managing Entity contract.

## **L. Staffing**

Subcontracts must incorporate all reasonable, allowable, and necessary elements of the grantee's staffing chart and job descriptions as presented in Tab 4 of the grantee's application. The Managing Entity may negotiate revisions to the staffing details; including positions, numbers of FTEs, qualifications and salaries; subject to the Department's approval of any single revision that results in a change to the staffing plan greater than 25% of either the total FTE or total salary costs.

#### **M. Funding and Local Match Requirements**

The Managing Entity shall subcontract for the full amount awarded each grantee as detailed in the Managing Entity **Exhibit C2**. However, the Managing Entity must conduct a cost analysis of the grantee's proposed budget and budget narrative, including match commitment, for reasonableness, allowability and necessity. The Managing Entity may require and approve revisions to the budget and budget narrative, including match commitment, without additional Department approval. The Managing Entity shall ensure grantees maintain at least 50% match required by Specific Appropriation 386 of the FY 2016-2017 General Appropriations Act, notwithstanding the match requirements detailed in *Rule 65E-14.005, F.A.C.*