

SSJ HEALTH AND WELLNESS FOUNDATION GRANT APPLICATION: MENTAL HEALTH COUNSELOR PROGRAM

Grant applications: The SSJ Health and Wellness Foundation will consider grant applications at the yearly April and October meetings of the Board of Directors. Therefore, grant applications should be submitted by **February 15** and **August 15** of the calendar year.

Once you have completed your responses to the guidelines (below), mail your application to:

Sister Janice Landwehr, SSJ
Co-Executive Director
SSJ Health and Wellness Foundation
137 Mount Saint Joseph Road
Wheeling, WV 26003

Grant Application Requirements

- A. Applicant Agency:** Briefly describe the applicant agency and the services currently provided with particular attention to the description of the school-based health center. Discuss the agency's experience and familiarity with mental health programs.

- B. Needs Assessment:** Provide information-both statistical and narrative-that describes the need for mental health services for children and youth in your community or school district. The information should include at least two of the following:
 - a. relevant county health profiles
 - b. previous needs assessments
 - c. school-specific data
 - d. a description of current mental health services in the community and/or a discussion of gaps in current services.

- C. Program Objectives:** Draw up a statement of goals and objectives that will serve as a framework for the mental health counseling program. This statement should be based on and refer to the assessment of need indicated above. Include the number of students in the school (or schools) and the number of students currently served by the health center.

- D. Program Definition:** Briefly describe the mental health services to be offered by the school-based health center. Highlight the specific functions to be undertaken by the mental health counselor. Services should include, at a minimum: individual student counseling for acute mental health and substance abuse, crisis intervention, 24-hour coverage or back-up, referral and tracking, and classroom/school prevention activities. Additional services may include group and family counseling, school/community prevention and risk reduction programs, teacher consultations and case management. The guide to mental health services in Appendix A and B may be useful in preparing this section of the proposal.

- E. Program Implementation and Organization:** Describe the organizational structure of the mental health program. Address issues such as:
- a. **Administrative and supervisory relationship.** Will the mental health counselor be employed by your agency or through a contractual relationship with another agency?
 - b. **Who will supervise the mental health counselor?**
 - c. **Integration with the school-based health clinic.** How will the work of the mental health counselor be integrated into the functions of the primary care staff at the school-based health clinic?
 - d. **Coordination, referral and consultation.** Discuss the means by which students will have access to psychiatrists, to prescription medications, and 24-hour service.
 - e. **Public awareness.** How will parents, school officials and the community be made aware of the availability of mental health services?
 - f. **Parental participation.** How will parents be involved and how will their consent be obtained?
 - g. **Identification of students.** How will at risk students be identified? Will any screening tools be used?
- F. Space:** Describe the space allocated for the mental health counselor, both in terms of size, location in the school building and how it relates to the medical services offered by the school-based health center.
- G. Letters of Support from Three (3) of the Following Individuals:**
- a. The **principal of the school** that will be served by the mental health counseling program. (If more than one school is involved, each of the relevant principals should submit a letter or sign a single letter.)
 - b. The **Chair of the Board of Directors/Superintendent** of the School district
 - c. The **Nurse Practitioner or Physician** with whom the mental health counselor will work
 - d. The **Executive Director of the Primary Care agency** with whom the mental health counselor will be contracted
 - e. **Certificate of Need-Exemption Letter** (or evidence that the process of applying for an Exemption Letter has been initiated) must be submitted to the West Virginia Health Care Authority.
- H. Outcomes:** Describe the expected outcomes of the project and how they will be achieved. Include methods used to measure effectiveness, e.g. patient satisfaction survey, pre- and post-tests, CAFAS scores.
- I. Budget:** Submit a budget that itemizes expenses related to the mental health program. Include a **brief budget narrative** that explains how the costs were estimated and justifies the need for the cost. (See Appendix C for guidelines)

The budget should include:

- a. proposed salary and benefits of the mental health counselor
- b. equipment and general office supplies
- c. indirect costs (clerical, billing, and administrative) a maximum of 12% will be allowed for these purposes

- d. memberships in professional organizations
- e. contractual: psychiatric back-up consultation (minimal amount)
- f.. marketing and public relations costs
- g. travel, training, & continuing education expenses

In addition, for information purposes only, please submit a brief summary of the budget of the school based-health center.

- J. Non-Profit Status:** Submit a copy of the letter from the IRS indicating that the sponsoring agency is considered a non-profit organization under section 501(c)(3) of the tax code.
- K. Audit:** Submit the **most recent audit** of the sponsoring agency.
- L. Continuing Education:** All applicants will be required to work with the Marshall University Robert C. Byrd Center for Rural Health to report specific data (using clinical fusion software) regarding outcomes and progress. Program staff must be available to attend two to three workshops per year that will be co-sponsored by the Division of Children's Services and the Marshall Technical Assistance/Evaluation Unit. These workshops will address clinical and administrative issues related to school-based mental health services that program staff identify as needs.
- M. Progress Reports:** Each agency that is funded through this program will be expected to submit a Financial/Progress Report to the SSJ Health and Wellness Foundation prior to the SSJ Health & Wellness Foundation April and October Board meetings. This will enable the Foundation Co-Executive Directors and Board to review the outcomes of the program goals and objectives.

A form will be provided for that purpose. Information required will include:

- a. statistical profile of the students treated
- b. itemization of the reasons for which the students sought assistance
- c. average number of visits per student
- d. number of children referred for further treatment

At least once each year, one of the Co-Executive Directors of the Foundation will visit the school-based health center.

- N. Sustainability:** Provide a brief statement indicating possible sources of future funding that will help support the long-term sustainability of the program. Include a projection of revenue from public and private insurance and any other sources of support such as from the school system (Drug Free Schools, for example) other private contributions, federal support and any significant in-kind contributions.

APPENDIX A: SERVICES FREQUENTLY PROVIDED BY MENTAL HEALTH PROGRAMS OF SCHOOL BASED HEALTH CENTERS

1. Individual, group and family counseling, including substance abuse
2. Crisis intervention, with 24-hour coverage coordination with school personnel; and integrated services with medical care provided by the primary care provider
3. Referral, tracking and follow-up prevention activities through presentations in school and classroom
4. Teacher consultation, case management, administration of risk assessment, use of analytical tools, depression screening, and focused assessment such as classroom observation

APPENDIX B: KEY QUESTIONS TO BE CONSIDERED IN ESTABLISHING A MENTAL HEALTH COUNSELING PROGRAM

1. **Access**-how will the program conduct early identification of children in need; provide easy and timely access to psychiatrists; and how will it select and recommend appropriate levels of service?
2. **Coordination**—how will the program promote effective interaction with the medical providers at the school-based health center and behavioral health providers in the community?
3. **Prevention**-how will the mental health counselor organize and carry out class presentations, informal discussions, community interaction?
4. **Assessment**-how will the program make use of a risk assessment tool (GAP) and other standardized, evidence-based assessment and care planning forms and guidelines?
5. **Referrals**-how will the program make use of existing pathways to referral resources and other intensive services? These procedures should be clearly spelled out.
6. **Parental participation**-how will initiate regular processes to assist parents in developing a treatment plan for the child?
7. **Outreach and public awareness**-how will this be accomplished?

APPENDIX C: ALLOWABLE EXPENSES

1. Personnel: salary and benefits of a master level counselor/social worker/psychologist
2. Travel, training, & continuing education expenses
3. Equipment and general office supplies i.e. computer, printer, etc.
4. Membership in professional organizations
5. Marketing and public relations costs
6. Contractual: psychiatric back-up consultation (minimal amount)
7. Indirect costs: up to 12% to cover clerical staff; billing; administrative overhead

APPENDIX D: MENTAL HEALTH COUNSELOR: SELECTION CRITERIA

The following is provided to assist in the process of selecting a mental health counselor. As indicated in the application guidelines, it is not necessary to have selected a mental health counselor prior to submitting the grant proposal.

a. Education

- Masters Degree in Counseling, Social Work or Psychology
- Approved state license, or evidence of steps taken to obtain the license

b. Relevant Job Experience

- Two years experience working with children as a counselor
- Evidence of having participated in workshops or seminars that are relevant to the job of mental health counselor
- Letter of recommendation from previous employer or employers
- Background check and clearance by an appropriate governmental authority

c. Personal Competencies

- Evidence of effective interaction with children, particularly adolescents.
- Ability to treat at-risk youth with respect; willingness to work with parents and respect their individual culture
- Good verbal communication skills
- Ability to work effectively as a member of a service-provider team
- Ability to apply sound judgment and personal initiative in solving problems
- Ability to lead group activities
- Experience in documenting mental health programs. This should include numbers served and other pertinent information necessary to evaluate whether the program is achieving its objectives.