



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING
FOR THE
TENNESSEE MOVE INITIATIVE

FOR TENNESSEE FISCAL YEAR 2017
July 1, 2016 - JUNE 30, 2017

Released by the
Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services

Term of Services: July 1, 2016 to June 30, 2017

Key Due Dates
And Times: Proposals due by, June 1st, 2016, 4:30 PM CT
(See Section 1.2. for other due dates and times)

Submitted To: Commissioner's Suite
ATTN: Division of Mental Health Services (Matt
Yancey, Director of Special Projects)
Tennessee Department of Mental Health
and Substance Abuse Services
Division of Mental Health Services
Andrew Jackson Building, 6th Floor
500 Deaderick St.
Nashville, TN 37243

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**TENNESSEE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE
ABUSE SERVICES
Division of Mental Health Services
Announcement of Funding
May 2016**

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Mental Health Services (the “State”) is requesting proposals from community mental health agencies interested in providing intensive and customized care coordination services to individuals in long-term units (90 + days) within the TDMHSAS mental health institutes. The primary purpose of the Tennessee Move Initiative is to successfully transition identified individuals to community based housing by providing short-term intensive support services. Proposers are expected to develop, implement, and monitor programming which ensures individual, family, and housing provider support while connecting and coordinating with natural and formal supports within the individual’s home community.

1. GENERAL CONDITIONS

1.1. Funding Information

- 1.1.1. **Type of Funding:** State of Tennessee Cost Reimbursement Grant Contract Funds
- 1.1.2. **Funding Amount:** State of Tennessee Cost Reimbursement Grant Contracts (hereinafter Grant Contract) may be available to eligible proposers up to the amount of \$330,000.00
- 1.1.3. **Project Period:** July 1, 2016 through June 30, 2017. If funds are available, there may be additional Grant Contract periods for this service.
- 1.1.4. **Allocations:** Funding allocations will be made on the basis of how well a Proposer addresses guidelines and criteria of this Announcement of Funding (hereinafter Announcement). The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received. Renewal of Grant Contracts will depend on 1) the availability of funds; 2) Grantee progress in meeting project goals and objectives; and c) timely submission of required data and reports.
- 1.1.5. **Coverage Areas:** Coverage areas include the following mental health institutes and their designated counties served. For a list of designated counties, please visit:
<https://tn.gov/behavioral-health/section/hospitals>

Coverage Area 1:
Moccasin Bend Mental Health Institute
100 Moccasin Bend Road
Chattanooga, TN 37405

Coverage Area 2:
Middle Tennessee Mental Health Institute
221 Stewarts Ferry Pike

Nashville, TN 37214

Coverage Area 3:
Western Mental Health Institute
11100 Old Hwy 64 W Bolivar, TN 38008

AND

Memphis Mental Health Institute
951 Court Ave Memphis, TN 38013

1.2. Timelines

May 9, 2016	TDMHSAS releases Announcement of Funding
May 16, 2016	Proposers' Written Questions Regarding the Announcement are due by 4:30 PM Central Time (CT)
May 18, 2016	TDMHSAS will issue written responses to questions
June 1, 2016	Proposals are due by 4:30 PM CT
June 10, 2016	TDMHSAS Makes Announcement of Accepted Proposals
July 1, 2016	Anticipated Start Date of the Grant Contract

“Due by” means that the item being requested must be “received by” and “be in the hands of the State” by the stated date and time. “Due by” does not mean ‘postmarked by’. For submission of proposals, see Section 1.7. for additional information.

1.3. Proposer and Proposal Eligibility

1.3.1. If unsure of eligibility, contact Matt Yancey at matt.yancey@tn.gov. **Questions specific to eligibility for this Announcement may be asked, in writing, at any time.** Electronic mail (e-mail) **is** permitted for the submission of eligibility-related questions. All other questions and comments shall be handled as explained in Section 1.6. Written responses to eligibility questions will be sent within three (3) business days of receipt of the written question.

1.3.2. The following types of outpatient, not for profit or governmental entities are eligible to submit a proposal, unless prohibited under Section 1.3.3:

1.3.2.1. Physically present in the State of Tennessee;

- 1.3.2.2. Currently provides mental health and/or co-occurring services to individuals with TennCare and individuals who are uninsured.
- 1.3.3. A Proposer, for purposes of this Announcement, must **not** be (and the State will **not** enter into a Grant Contract with):
 - 1.3.3.1. An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person; or,
 - 1.3.3.2. Any individual or entity involved in assisting the State in the development, formulation, or drafting of this Announcement or its Scope of Services (such person or entity being deemed by the State as having information that would afford an unfair advantage over other Proposers); or
 - 1.3.3.3. For the purposes of applying the requirements of this Section, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

1.4. State Amendments to this Announcement

The State reserves the right to amend this Announcement at any time. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State’s website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.6.2.

1.5. State Cancellation of this Announcement

The State reserves the right to cancel, or to cancel and re-issue, this Announcement. See also Section 1.7.8. In the event such action is taken, notice of such action will be posted on the State’s website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.6.2.

1.6. Communications

- 1.6.1. Communications – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (questions, requests for clarification; proposal; and so on). The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch. If using regular United States Postal Service (USPS) mail, the sender should allow extra time for processing through the State mail system. In the alternative, the sender may wish to use a delivery system that ensures delivery directly to

the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery).
Electronic methods of dispatch are prohibited unless otherwise noted.

- 1.6.2. Electronic Mail (E-Mail) Mailing List. The State will create an electronic mail (e-mail) mailing list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address to Matt.Yancey@tn.gov. Any delay in sending such information may result in some communications not being received. The State assumes no responsibility for delays in being placed on the list.
- 1.6.3. Questions and Requests for Clarification. Questions and requests for clarification regarding this Announcement must be submitted in writing on or before 4:30 PM CT on May 16, 2016 to Matt.Yancey@tn.gov in order to be answered. Electronic mail (e-mail) **is** permitted for the submission of written questions and requests for clarification regarding this Announcement. Written responses to any questions and requests for clarification regarding this Announcement will be posted to the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.6.2.
- 1.6.4. State's Written Responses and Communications are Binding. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be **unofficial** and **non-binding**.

1.7. Proposal Preparation, Proposal Formatting Requirements, Proposal Submission, and Proposal Withdrawal

- 1.7.1. Proposer's Preparation of Proposal. The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.
- 1.7.2. Proposal Formatting Requirements. The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting requirements have been established for proposals. **Failure to adhere to these requirements shall result in the proposal not being reviewed.**
 - 1.7.2.1. Proposals must be received by the deadline.
 - 1.7.2.2. Information provided must be sufficient for review.
 - 1.7.2.3. Text must be legible.
 - 1.7.2.4. Proposals must be written in English.
 - 1.7.2.5. Proposal pages must be typed in black ink, single-spaced, in Times New Roman font twelve (12), with all margins (left, right, top, bottom) one

inch (1”) each. The one inch (1”) margin requirement does **not** apply when preparing the worksheets (Attachments B-C).

- 1.7.2.6. Pages should not have printing on both sides.
- 1.7.2.7. Proposal paper must be white and eight and one-half inches by eleven inches (8.5” x 11”) in size.
- 1.7.2.8. Proposals must adhere to page and line limits where noted.
- 1.7.2.9. Worksheets (Attachments B-C) must be used and cannot be altered.
- 1.7.2.10. To facilitate review and processing of the proposal, all pages must be numbered, beginning with the Cover Sheet. Assemble the proposal in the following order:

Transmittal Letter (signed in ink by authorized representative)
Cover Sheet (Attachment A)
Table of Contents
Program Plan Narrative
Organizational Chart(s) (Attachment B)
Proposed Budget and Budget Justification Worksheet (Attachment C)
Existing Agreements and Third Party Revenue Source (Attachment D) (Section 2.14.)
Additional Supportive Documentation/Agreement(s) (Attachment E) (Section 2.20.)

- 1.7.2.11. All proposal pages must include a header with Proposer Name and Page Number.
 - 1.7.2.12. Send the original proposal and four (4) copies to the mailing address listed in Section 1.7.4. Do not use staples, paper clips, and fasteners. Nothing should be attached, stapled, folded, or pasted. However, you may use colored paper, rubber bands, or folders to separate the copies. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied and sent to reviewers. Do not include videotapes, audiotapes, compact disks (CDs), digital video disks (DVDs), flash drives, or other similar media formats.
- 1.7.3. Proposal Submission – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (questions; requests for clarification; proposal; and so on). The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch. If using regular United States Postal Service (USPS) mail, the sender should allow extra time for processing through the State mail system. In the alternative, the sender may wish to use a delivery system that ensures delivery directly to

the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery).
Electronic methods of dispatch are prohibited unless otherwise noted.

1.7.4. The proposal must be dispatched (see Section 1.7.3.) to:

Commissioner's Suite
ATTN: Division of Mental Health Services (Matt Yancey, Director of Special Projects)
Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services
Andrew Jackson Building, 6th Floor
500 Deaderick St.
Nashville, TN 37243

1.7.5. Proposal – Due Date. Proposals must be **received by** the State no later than 4:30 PM CT on June 1, 2016 and meet other submission criteria detailed in this Announcement in order to be eligible for review. Proposals will be considered to be “on time” only if they are received on or before the established due date and time. This does **not** mean “postmarked by” the due date and time; rather, it means “received by” and, “in the hands of the State” by the due date and time. See also Section 1.7.3. If the proposal is hand delivered, a signed receipt from the State will be given to the delivery person as verification of receipt. If the proposal is mailed, verification of received proposals will be provided via e-mail.

1.7.6. Late proposals will **not** be reviewed.

1.7.7. Proposers may only submit **one (1)** proposal per coverage area. The submission of multiple proposals from the same Proposer for a particular coverage area may result in the Proposer's disqualification. Proposers may submit one (1) proposal requesting to serve multiple coverage areas; however, all items contained in Section 2 must be addressed separately for each proposed area. See Section 1.1.5.

1.7.8. State's Right to Reject Proposals. The State reserves the right to reject, in whole or in part, any or all proposals; to advertise for new proposals; to arrange to perform the services herein; to abandon the need for such services; and to cancel this Announcement if it is in the best interests of the State. See also Section 1.5. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.6.2.

1.7.9. Proposal Withdrawal. Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements of this Announcement.

1.8. Proposal Review and Selection

- 1.8.1. No Obligation of State. This Announcement and its selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer.
- 1.8.2. Proposal Review. Eligible proposals received by the deadline will be screened to determine technical compliance and completion. **Incomplete and noncompliant proposals will not be reviewed.** Proposers submitting incomplete or noncompliant proposals will be notified. Proposals found to be in compliance with all requirements, complete, and in the approved format will be submitted for review.
- 1.8.3. Proposal Selection. The State recognizes the need to ensure that funding provided for the Tennessee Move Initiative provides maximum benefit to the citizens of Tennessee. Therefore, preference will be given to a proposal that:
 - 1.8.3.1. Provides detailed information about all community behavioral health services within the Proposed entity's service area that are available to individuals with severe and persistent mental illness both within and outside the agency and a detailed plan for how those services will be utilized by the local Tennessee Move Initiative team.
 - 1.8.3.2. Identifies established relationships with multiple community providers including Housing Programs, Peer and Self-Advocacy Services, County Social Services, In-Home Support Services, Substance Abuse Services, Educational Services, Vocational Services, Transportation Services, and Legal Services.
 - 1.8.3.3. Demonstrates experience in creating and implementing recovery-focused housing and community-based mental health services which supports individuals with severe and persistent mental illness in realizing his or her full potential while living in the least restrictive, most integrated setting.

1.9. Proposal Components and Scoring

- 1.9.1. Proposal Components. Scoring will be based on the quality and completeness of responses to the following eight (8) Proposal Components:

Transmittal Letter (signed in ink by authorized representative)
Cover Sheet (Attachment A)
Table of Contents
Program Plan Narrative
Organizational Chart(s) (Attachment B)
Proposed Budget and Budget Justification Worksheet (Attachment C)
Existing Agreements and Third Party Revenue Source (Attachment D)

contribute to the long term sustainability of the Proposing entity. This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative. (Section 2.14.)

1.10. State of Tennessee Grant Contract Provisions

- 1.10.1. Scope of Services and Rights of State. See Attachment F for the Intended Scope of Services, which is Section A. of a State of Tennessee Grant Contract. Please note that the State of Tennessee reserves the right to make any changes deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.
- 1.10.2. Commencement of State Obligations. State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the State and the Grantee and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations.
- 1.10.3. Consideration of Past Performance. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.
- 1.10.4. Some Requirements of a State of Tennessee Grant Contract. Agencies entering into a Grant Contract under this Announcement will be required to, among other things that will be contained in the Grant Contract:
 - 1.10.4.1. Provide data and participate in information exchange as indicated in the Intended Scope of Services and upon request;
 - 1.10.4.2. Implement and maintain written organized policies and procedures; and create and maintain a written Policies and Procedures Manual, if such a manual does not already exist;
 - 1.10.4.3. Participate in state sponsored workgroup meetings and activities;

2. PROPOSAL NARRATIVE

Proposals must include completed worksheets of this Announcement, as well as responses to every question or statement of this Proposal Narrative (Section 2.). Responses should fully address each of the following items. Responses should be numbered for clarity. There is a maximum of ten (10) pages for the proposal narrative section.

- 2.1. Describe how the Proposing entity will ensure recovery principles are embedded into the Tennessee Move Initiative service delivery and how said services will lead to reduced recidivism (relative to the mental health institutes) for individuals served.
- 2.2. Describe the Proposing entity's relationship with the criminal justice system and what strategies will be used to strengthen this relationship in the context of the Tennessee Move Initiative. Include the Proposing entity's experience with mandatory outpatient treatment and working with forensic services.
- 2.3. The Proposing entity's Tennessee Move Initiative team will be responsible for coordinating staff time and contacts with individuals served by the Tennessee Move Initiative. How will the Proposing entity ensure that the team is organized to ensure the goals and objectives of each individual's Tennessee Move Initiative's recovery plan are achieved? Please speak to proposed case review, central filing, scheduling, and discharge processes, as well as other anticipated administrative tasks.
- 2.4. Discuss the Proposing entity's plan to actively partner with the targeted mental health institutes, including identifying and recruiting new Tennessee Move Initiative enrollees, establishing threshold and eligibility requirements (including clinical, social, economic, etc.), conducting a comprehensive assessment, and creating a comprehensive recovery plan.
- 2.5. The Proposing entity's Tennessee Move Initiative team will be responsible for administering specific assistance funds which increase or maintain a person's independence and integration into their community. These funds can be used to support costs related to housing, medication, employment, education, and specialized treatment not paid by any other means. Please describe what processes and procedures the Proposing entity will develop to ensure accountability and cost-effectiveness of specific assistance funds.
- 2.6. Describe strategies the Proposing Entity's Tennessee Move Initiative will utilize to develop natural community supports for individuals served, including extended family and friends, support groups and peer support, and religious and civic organizations. With consent of the individuals, how will families be engaged in the treatment process and educated on topics related to their family member's recovery goals, diagnosis, and illness management.
- 2.7. Central to the Tennessee Move Initiative is support individuals with wellness management, rehabilitation services (e.g. activities of daily living, safety planning,

money management, independent living, etc.), supported employment, and supported housing. Discuss strategies the Proposing Entity will implement to coordinate the aforementioned recovery support services.

- 2.8. How will the Proposing Entity develop and implement crisis planning processes (i.e. crisis intervention, referrals, or supportive counseling when needed) for individuals served by the Tennessee Move Initiative?
- 2.9 Each local Tennessee Move Initiative team must consist of one full-time Care Coordinator, one full-time Certified Peer Recovery Specialist, and one half-time Registered Nurse. How will the Proposed Entity recruit for these positions upon grant award and how will community partners, including the targeted mental health institute, be engaged in recruitment, hiring, and ongoing staff support efforts?
- 2.10 How will the Proposing Entity ensure reports to the managing entity are submitted in a timely and accurate manner? This includes reporting related to specific assistance funds, monthly census and aggregate client data (e.g. housing, employment status, crisis stabilization services, etc.), vacant position reports, and other reports to be developed by the Tennessee Move Initiative State Coordinator.
- 2.11 Please describe the Proposing Entity's co-occurring capability. If an assessment tool has been used in the past three (3) years such as the COMPASS-EZ, DDCAT, or DDCMHT, please describe strategies being implemented to increase co-occurring capability.

The following question is only for Proposing entities interested in providing the services of the Tennessee Move Initiative State Coordinator. This question should be left blank if the provider is not interested in supporting this position. The Proposing entity's budget should be reflective of this additional position if proposed.

- 2.12 The Tennessee Move Initiative State Coordinator will be responsible for serving as the primary conduit between the local Tennessee Move Initiative teams and the Tennessee Department of Mental Health and Substance Abuse Services. Among numerous roles, this position will be responsible for developing reporting processes, defining outcome measures, determining roles and responsibilities for Tennessee Move Initiative staff, providing technical assistance, and developing programmatic policies and procedures. What type of knowledge, skills, and abilities will the Tennessee Move Initiative State Coordinator require, and, how will the Proposing entity effectively recruit for and support this critical position?

3. PROPOSAL CHECKLIST

3.1. Technical Requirements

- Written in English
- Typed in black ink, single-spaced on standard eight and one-half inch by eleven inch (8.5" x 11") paper
- Typed in Times New Roman font twelve (12)
- All margins (left, right, top, bottom) one inch (1") each; except for the Worksheets (Attachments B-C) as described in Section 1.7.2.5. and except for Attachments D and E as described in Sections 2.14. and 2.20.
- Adhered to page and line limits
- Sequentially numbered including all attachments
- Page header that includes the Proposer Name and Page Number
- Responded to each criterion listed in this Announcement in the order requested
- Signed in ink by an authorized representative of the Proposer submitting the proposal
- Assembled the proposal in the order described in Section 1.7.2.10.
- Did not use binder clips or paperclips, did not staple or bind
- Submitted one (1) original print copy and four (4) copies of the original

3.2. Proposal Order

Use the table below to ensure all requested information is included in the proposal. In addition, proposal materials should follow the order denoted below. The State will not consider proposals that are incomplete.

Proposal Component	Maximum Page Limit (where applicable)	Checklist
Transmittal Letter (signed in ink by authorized representative)	As needed to fulfill the requirement	
Cover Sheet (Attachment A)	Not Applicable	
Table of Contents	As needed to fulfill the requirement	
Proposal Narrative	Ten (10)	
Organization Chart(s) (Attachment B)	As needed to fulfill the requirement	
Proposed Budget and Budget Justification Worksheet (Attachment C)	As needed to fulfill the requirement	
Existing Agreements and Third Party Revenue Source (Attachment D) (Section 2.14.)	As needed to fulfill the requirement	

Attachment A
COVER SHEET
Page 1 of 1

Legal Name of Proposer

List of Targeted Coverage Area(s) being proposed (See Section 1.1.5.):

Name of Contact Person

Title of Contact Person

Address of Contact Person

Electronic mail (E-mail) Address of Contact Person

Phone Number of Contact Person

Fax Number of Contact Person

Name of Authorized Representative (For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)

Title of Authorized Representative

Address of Authorized Representative

E-mail Address of Authorized Representative

Phone Number of Authorized Representative

Fax Number of Authorized Representative

Federal ID#/Tennessee Edison Vendor ID#

Signature of Authorized Representative

Date



Attachment B

ORGANIZATIONAL CHART(S)

Provide an organizational chart for the entity submitting a proposal, demonstrating where the Tennessee Move Initiative staff will fit into the overall structural organization of the entity submitting the proposal.

Attachment C

PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET

Please complete and submit proposed budget using the Excel spreadsheet which accompanies this Announcement of Funding. Please submit in your application the Grant Budget Summary, the Grant Budget Line-Item Detail, and Salaries and Benefits table created from the accompanying Excel spreadsheet.

Attachment D

EXISTING AGREEMENTS AND THIRD-PARTY REVENUE SOURCE(S)

Provide documentation of any existing agreements with community stakeholders that provide additional resources to individuals potentially served by the Tennessee Move Initiative. List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity. This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.

Attachment F
PROPOSED SCOPE OF SERVICES
For Information Purposes Only and May Be Revised Prior to Contract
Award/Execution

Tennessee Move Initiative

A. SCOPE OF SERVICES:

A.1. The Grantee shall provide recovery-focused, intensive, and customized care coordination services to identified individuals in long-term units (90 + days) within the TDMHSAS mental health institutes for the purposes of transitioning said individuals to the least restrictive and most integrated setting appropriate to individual need. The Grantee shall develop and implement recovery-oriented programming which ensures individual, family, and housing provider support while connecting and coordinating with natural and formal supports within the individual's home community.

A.2. Service Definitions:

- a. "Tennessee Move Initiative" is a program designed in partnership between selected vendors and TDMHSAS with a goal to successfully transition individuals from long-term units to community-based housing by providing ongoing, intensive, and individualized support to individuals, families, and community providers.
- b. "Recovery", as defined by the U.S. Substance Abuse and Mental Health Services Administration, is a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.
- c. "Natural Supports" are personal associations and relationships typically developed in the community that enhance the quality of life for individuals. Natural supports may include family members, friends, neighbors, and others in the community or organizations that serve the general public who provide voluntary support to help an individual achieve agreed upon outcomes.
- d. "Gatekeeper", for purposes of this Grant Contract **if** the service(s) being provided under this Grant Contract are appropriate for inclusion in the state services directory located at www.kidcentraltn.com, is the person designated by the State to do the following tasks: 1) provide instructions for which services should be included in the state services directory located at www.kidcentraltn.com; 2) invite the Grantee to create program profile(s) in the designated state services directory at www.kidcentraltn.com; 3) review, approve, and publish the program profile(s) created by the Grantee; and 4) monitor update activity related to the program profile(s) created by the Grantee.

A.3. Service Population:

Individuals 18 years of age and over who have been in a TDMHSAS mental health institute longer than 90 days and have been identified by TDMHSAS mental health institute staff as being appropriate for the Tennessee Move Initiative.

A.4. Service Goals:

- a. To decrease prolonged hospitalizations and repeated readmissions that imposes negative implications on an individuals' quality of life, including their path to recovery.
- b. To deliver recovery-focused, intensive, and customized care coordination services which support identified individuals in the least restrictive and most integrated setting appropriate to individual need.
- c. To ensure a continuity of care which leads to sustained hope, personal empowerment, respect, social connectedness, and self-responsibility relative to the individuals served.
- d. To provide services are centered on the individual, sensitive to the family, culturally and linguistically competent, and founded in community resources.

A.5. Structure and Process

- a. The Grantee must hire one (1) full-time Tennessee Move Initiative Coordinator. This position will be responsible for coordinating recovery-focused, intensive, and customized services for identified individuals which support daily activities, family life, health, medication support, housing assistance, financial management, entitlements, and community mental health services. The Coordinator must be a full-time employee and possess a Bachelor's Degree in one of the following professions: Social Work; Community Counseling, or related field and have five (5) years related experience.
- b. The Grantee must hire one (1) full-time Tennessee Move Initiative Certified Peer Recovery Specialist. The CPRS must have completed a specialized training recognized by the Tennessee Department of Mental Health and Substance Abuse Services. The CPRS should be a fully integrated team member who provides The CPRS should provide essential expertise and consultation to the entire team to promote a culture in which each person's point of view and preferences are recognized, understood, respected, and integrated into care.
- c. The Grantee must hire one (1) part-time Tennessee Move Initiative Registered Nurse. The Registered Nurse will be responsible for complex relationship

building with other medical providers, ensuring medication management and surveillance, and regularly providing elements of primary and preventive care.

- d. The Grantee will ensure the Tennessee Move Initiative team adheres to an individual-to-staff ratio of 10:1
- e. Each individual who enrolled in the Tennessee Move Initiative will receive services for a six month period, including services provided prior to discharge from the regional mental health institute.
- f. The Grantee will work closely with the regional mental health institute staff to engage long-term patients in the Tennessee Move Initiative.
- g. The Grantee will administered special assistance funds to assist with housing costs, medication costs, and other needs identified in the Tennessee Move Initiative process.
- h. The Grantee will ensure the Tennessee Move Initiative team is available on nights, weekends, and holidays. Service intensity is dependent on need and can vary from minimally once weekly to several contacts per day. On average, participants receive 3 weekly face-to-face contacts. This flexibility allows the team to quickly ramp up service provision when a program participant exhibits signs of decompensation prior to a crisis ensuing.
- i. The Grantee must submit to the State, in a format prescribed by the State, at least monthly data.
- j. Where applicable, the Grantee will maintain a one (1) full-time Tennessee Move Initiative State Coordinator to oversee the implementation, maintenance, and success of the initiative.
- k. Title VI Compliance. In accordance with Section D.10. of this Grant Contract; Rules of the Tennessee Human Rights Commission (1500-01-03); Tennessee Code Annotated (TCA) §§ 4-21-203 and 4-21-901; Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d et seq. and its accompanying regulations); and the Civil Rights Restoration Act of 1987, the Grantee shall comply with Title VI (also referred to as Nondiscrimination) and show compliance by all of the following:
 - (1) Annually provide the State with the name and contact information of the Grantee's Title VI Coordinator.
 - (2) Ensure that the Grantee's Policies and Procedures Manual contains a section on Title VI that includes information on the following:
 - i. Filing a complaint;
 - ii. Investigations;

- iii. Report of findings;
- iv. Hearings and Appeal Process;
- v. Description of the Title VI Training Program; and
- vi. A Limited English Proficiency (LEP) procedure.

- (3) Ensure that all staff (regular, contract, volunteer) are trained on Title VI upon employment and annually thereafter. Documentation on all training must be maintained and made available upon request of the State. Documentation shall include the following: 1) dates and duration of each training event; and 2) list of staff that completed the training on each date.
- (4) Annually complete and submit to the State a Title VI self-survey. The self-survey shall be supplied to the Grantee by the State along with information on completion, submission, and what to do in the event another department of the State of Tennessee is also requiring the completion and submission of a Title VI self-survey.

I. Annual Report and Audit - Sanctions and Possible Sanctions for Noncompliance.

If the Grantee meets the requirements of Sections D.18. and D.19. of this Grant Contract, pursuant to and in accordance with the federal requirements of the Office of Management and Budget's (OMB's) Circular A-133, or subsequent publication, in addition to the State requirements described in Sections D.18. and D.19., the State is required to:

- (1) When the Grant Contract is funded in whole or in part with federal funds: In cases of continued inability or unwillingness to have an audit conducted in accordance with the federal requirements, Federal agencies and pass-through entities shall take appropriate action using sanctions such as:
 - i. Withholding a percentage of Federal awards until the audit is completed satisfactorily;
 - ii. Withholding or disallowing overhead costs;
 - iii. Suspending Federal awards until the audit is conducted; or
 - iv. Terminating the Federal award; and
- (2) When the Grant Contract is funded with only State funds: In cases of continued inability or unwillingness to have an audit conducted in accordance with Sections D.18. and D.19., the State shall consider taking appropriate action using sanctions such as:
 - i. Withholding a percentage of payments until the audit is completed satisfactorily;

- ii. Withholding or disallowing administrative costs (Indirect Costs, Line 22 of the Grant Budget, Attachment 1);
 - iii. Suspending Grant Contracts until the audit is completed; or
 - iv. Terminating the Grant Contract.
- m. kidcentraltn.com. **If** the services being provided under this Grant Contract are appropriate for inclusion in the state services directory located at www.kidcentraltn.com, the Grantee shall meet the following additional requirements:
- (1) Program Profile(s) at, and linking to, www.kidcentraltn.com. The Grantee shall, under the guidance of the Gatekeeper, defined in Section A.2., create and maintain agency program profile(s) in the designated state services directory located at www.kidcentraltn.com. The Grantee may have more than one service which is appropriate for the state services directory located at www.kidcentraltn.com. The Gatekeeper, defined in Section A.2., will provide instructions for which services should be included in the state services directory located at www.kidcentraltn.com. Further, the Grantee shall update the agency program profile(s) in the designated state services directory at www.kidcentraltn.com at least every six (6) months and shall, in the event of any change in information, update the agency program profile(s) within ten (10) business days of any change. The Gatekeeper, defined in Section A.2., shall monitor the agency program profile(s) for update activity. If the Grantee has a website, Grantee's website must link to the www.kidcentraltn.com website from an appropriate section of Grantee's website. If the Grantee would like to link to specific features of the www.kidcentraltn.com website such as the My Profile, Mobile App, Facebook, or State Services Directory features, the State will provide specific copy, links, and images for those features.
 - (2) Use of the [kidcentral tn](http://www.kidcentraltn.com) logo and brand. If the Grantee develops print or electronic materials, on behalf of the State or using State funds, intended for general distribution to parents, families, children, or professionals working directly with children or families, the Grantee must place the [kidcentral tn](http://www.kidcentraltn.com) logo on those materials. Examples of covered materials include brochures, flyers, posters, and promotional postcards or mailers. The State shall provide the [kidcentral tn](http://www.kidcentraltn.com) logo. The State may instruct the Grantee to apply the full [kidcentral tn](http://www.kidcentraltn.com) brand to certain materials, using designed templates provided by the State. The [kidcentral tn](http://www.kidcentraltn.com) logo requirement does not apply to materials that have already been printed or designed, nor does it apply to materials that originate from the federal government, national organizations, or other groups where the Grantee serves as a pass-through of those materials. Further, the [kidcentral tn](http://www.kidcentraltn.com) logo and brand should not be applied to individualized correspondence or

individualized materials which are intended for a single family or professional and should not be applied to materials where the subject is purely administrative, such as materials about rules, sanctions, regulations, or enforcement.